

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Jurisdiction/Attorney's Office Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name or "To Whom It May Concern"],
I am writing to formally request an excuse from jury duty scheduled for
[date] due to [reason, e.g., a work commitment, medical issue, etc.].
[Brief explanation of the reason for your request, including any relevant
details that support your case.]

I appreciate your understanding and consideration regarding this matter.
Please let me know if you need any additional information or
documentation.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Enclosures, if applicable]