

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Clerk of Court's Name]
[Courthouse Name]
[Courthouse Address]
[City, State, Zip Code]

Dear [Clerk of Court's Name],
Subject: Request for Jury Duty Exemption

I hope this message finds you well. I am writing to formally request an exemption from jury duty service scheduled for [date] due to personal reasons.

While I understand the importance of jury duty, I am unable to fulfill my obligations at this time because [briefly explain your personal reasons, without going into too much detail].

I would greatly appreciate your understanding and assistance in this matter. If necessary, I can provide any documentation required to support my request.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]