

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Clerk of Court Name]  
[Court Name]  
[Court Address]  
[City, State, ZIP Code]

Dear [Clerk of Court Name],

I hope this letter finds you well. I am writing to formally request an excusal from jury duty, as I have been summoned to appear on [date]. Unfortunately, due to [brief reason for request, such as a medical issue, a prior commitment, or other obligations], I am unable to serve during this time. I have attached any necessary documentation that supports my request.

I understand the importance of jury duty and appreciate your consideration of my situation. I respectfully ask that my request for an excusal be approved.

Thank you for your time and understanding.

Sincerely,  
[Your Name]