

[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 Excusal

I hope this letter finds you well. I am writing to formally request an excusal from jury duty scheduled for [date of jury duty] due to [reason for request, e.g., a medical condition, a pre-existing commitment, etc.]. I understand the importance of civic duties, and I take this matter seriously. Attached to this letter, I have included [any supporting documents, if applicable].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]