

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

Dear [Clerk of Court's Name],

Subject: Request for Excusal from Jury Duty

I hope this message finds you well. I am writing to formally request an excuse from jury duty, scheduled for [insert date], due to prior travel arrangements.

I will be away from [start date of travel] to [end date of travel], which coincides with the dates I am summoned for jury service. Enclosed are copies of my travel itinerary and any relevant documentation.

I appreciate your understanding and consideration of this request. Please let me know if you need any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Juror ID Number (if applicable)]