

[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 or "To Whom It May Concern"],
I am writing to formally request an excuse from jury duty scheduled for
[date] due to [brief explanation of your reason, e.g., a medical
condition, prior commitments, etc.].

I understand the importance of fulfilling civic duties, but [elaborate
slightly on your reason if necessary]. I would be grateful if you could
consider my request and provide any necessary information regarding
further steps I should take.

Thank you for your attention to this matter.

Sincerely,

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