**Jury Duty Excuse Letter**

**[Your Name]**

**[Your Address]**

**[City, State ZIP Code]**

**[Date]**

**[Courthouse Name]**

**[Address]**

**[City, State ZIP Code]**

To Whom It May Concern,

I am writing to request an excuse from jury duty service on [date of jury duty]. I have received my summons for jury duty and I am grateful for the opportunity to serve as a juror. However, I am unable to fulfill this obligation due to [state your reason].

[If you have medical reasons, include a doctor's note or medical certificate.]

[If you have work-related reasons, explain how your absence would affect your employer and colleagues, and if possible, provide documentation from your employer.]

[If you have personal or family-related reasons, explain the nature of the situation, and provide any relevant documentation such as a birth certificate or a death certificate.]

I take my civic duty seriously, and I would be more than happy to fulfill my obligation at a later date or in another capacity. I understand the importance of the judicial system and the role of jurors in ensuring justice for all. However, my current circumstances make it impossible for me to attend on the scheduled date.

Please let me know if there is any additional information I can provide to support my request. I appreciate your understanding and look forward to serving in the future.

Thank you for your time.

Sincerely,

**[Your Signature]**

**[Your Name]**