

JURY DUTY EXCUSE LETTER

To: _____

Court Name: _____

Court Address: _____

Subject: Jury Duty Excuse

Dear Sir or Madam,

I am writing to respectfully request to be excused from jury duty service for the summons issued to me. Due to circumstances outlined below, I am unable to fulfill this obligation at this time. I understand the importance of jury duty and the role it plays in our judicial system, but I submit this request for your consideration.

Requestor Information:

Full Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Jury Duty Summons Details:

Jury Summons Number: _____

Date of Summons: _____

Grounds for Excuse:

Please consider my request based on the following grounds (check all that apply and provide details if applicable):

- ☐ 1. Medical condition or disability that prevents serving jury duty.
- ☐ 2. Financial hardship caused by jury duty absence.
- ☐ 3. Primary caregiver responsibilities for minors, elderly, or disabled individuals.
- ☐ 4. Full-time student status affecting attendance.
- ☐ 5. Employment-related conflicts where absence cannot be accommodated.
- ☐ 6. Previously scheduled travel or commitments that cannot be rescheduled.
- ☐ 7. Other significant hardship or conflict (please specify below).

Explanation / Additional Information:

I affirm that the information provided above is true and accurate to the best of my knowledge. I respectfully request that the court excuse me from jury duty service for the reasons stated herein. Thank you for your time and consideration.

Sincerely,

Requestor's Signature

Date

Signature: _____

Original source of this document:

<https://lettertemplate-us.com/jury-duty-excuse-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://lettertemplate-us.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.