

# Jury Duty Notification Appeal

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Court's Name]

[Court's Address]

[City, State, Zip Code]

Dear [Court Official's Name],

I am writing to formally appeal my jury duty notification dated [insert date of notification]. My juror ID number is [insert juror ID number]. I have a legitimate reason for my request for deferment/ exemption which is [briefly explain the reason, e.g., medical issues, financial hardship, pre-existing commitments].

Attached are relevant documents supporting my appeal.

I appreciate your understanding and consideration regarding my situation. I hope for a favorable reply at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]