Date   
  
[Recipient Name]  
[Designation]  
[Court/Company Name]  
[Address]

Dear Mr./Ms. [Recipient’s name],

I am writing this letter as written documentation to be excused from jury duty, for which I have been summoned on June 14, 20XX, because I have a scheduled exam which cannot be re-taken. I would be glad to serve on any other date.

If you need any further information, please contact me at <phone number>. I shall be grateful for providing me the requested exemption.

Regards,

[Sender’s name] (typed)

Sender’s Signature (original hard copy signature instead of digital or computer-generated)