

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Clerk of Court's Name]  
[Jury Administration Office]  
[Court Address]  
[City, State, Zip Code]

Dear [Clerk of Court's Name],  
I am writing to request a rescheduling of my jury duty, originally set for [original date] with jury number [jury number]. Unfortunately, due to [brief explanation of the reason for rescheduling, e.g., a prior commitment, medical issue, etc.], I am unable to attend on that date. I respectfully ask for a new date for my jury duty and am willing to comply with any requirements or guidelines set forth by the court. I appreciate your understanding and assistance in this matter. Thank you for considering my request. I look forward to your prompt reply.

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Date of Birth or Jury ID Number, if applicable]