

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

Dear [Clerk of Court's Name/To Whom It May Concern],

I hope this letter finds you well. I am writing to formally request a deferment of my jury duty service scheduled for [original jury duty date], due to [brief explanation of reason for deferment, e.g., a personal obligation, medical issue, etc.].

I understand the importance of jury duty and my civic responsibilities, and I am committed to fulfilling this obligation. I kindly ask for a deferment to a later date, preferably [provide a specific date or time frame if possible], that would allow me to participate without conflicting obligations.

Thank you for considering my request. I appreciate your understanding and assistance in this matter. Please let me know if any additional information is required.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Juror Identification Number, if applicable]