

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

Subject: Request for Postponement of Jury Duty

Dear [Clerk's Name or "Jury Coordinator"],

I hope this letter finds you well. I am writing to formally request a postponement of my scheduled jury duty, originally set for [original date] with the juror number [your juror number].

Due to [reason for postponement, e.g., a personal commitment, work obligation, medical issue], I am unable to attend on the scheduled date.

I respectfully request to postpone my service to a later date.

I appreciate your understanding and consideration of my request. Please let me know if additional information is required or if there are any forms I need to complete to facilitate this process.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]