

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

Dear [Clerk of the Court's Name],
I hope this message finds you well. I am writing to formally request a postponement of my jury duty, which is scheduled for [original date]. Due to [brief explanation of the reason for postponement, e.g., a prior commitment, medical reasons, etc.], I am unable to attend on that date. I kindly ask for the opportunity to reschedule my service to a later date. I am available on [provide two or three alternative dates], and I am willing to accommodate the court's schedule as best as I can. Thank you for considering my request. I appreciate your understanding and look forward to your response.

Sincerely,
[Your Name]