

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

Re: Request for Jury Duty Deferment

Dear [Clerk of Court's Name],

I hope this letter finds you well. I am writing to respectfully request a deferment of my jury duty service scheduled for [original date] due to [briefly explain your reason, e.g., a medical issue, a family obligation, etc.].

I understand the importance of jury duty and assure you that I am committed to fulfilling this civic responsibility. However, due to [provide a concise explanation of your circumstances], I would be unable to serve effectively on that date.

If possible, I kindly request that my jury duty be deferred to a later date. I am available to serve on [provide two or three alternative dates if applicable].

Thank you for considering my request. I look forward to your understanding and hope to hear from you soon.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]