

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

Dear [Clerk of Court's Name],

I hope this letter finds you well. I am writing in response to the jury duty summons I received for the date of [insert date]. Unfortunately, due to [brief explanation of your reason - e.g., a prior commitment, medical reasons, financial hardship], I am unable to serve on that date.

I understand the importance of jury duty and am willing to fulfill my civic responsibility at a later time. If possible, I kindly request to be rescheduled for a later date.

Thank you for your understanding. Please let me know if you need any further information or documentation regarding my situation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]