

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]  
[Jurisdiction's Court Name]  
[Address of the Court]  
[City, State, Zip Code]

Dear [Court Clerk's Name or "Dear Sir/Madam"],

RE: Request to Postpone Jury Duty

I hope this letter finds you well. I am writing to formally request a change in my scheduled jury duty date. I have been summoned for jury duty on [original date], but due to [brief explanation of the reason, e.g., a prior commitment, medical issue], I am unable to attend on that day.

I kindly ask if it would be possible to reschedule my jury duty to a later date. I am available on [provide two or three alternative dates], but I am willing to accommodate any other dates that may be convenient for the court.

Thank you for your consideration of my request. I appreciate your understanding and assistance in this matter.

Sincerely,

[Your Name]

[Your Jury Summons Number, if applicable]