

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

Dear [Clerk of the Court's Name],

I am writing to formally request a rescheduling of my jury duty, originally scheduled for [original date]. Due to [brief explanation of the reason, e.g., a medical appointment, travel plans, etc.], I am unable to fulfill my obligation on that date.

I respectfully ask if my jury duty could be rescheduled to a later date.

I am available on [provide two or three alternative dates you are available].

Thank you for considering my request. I appreciate your attention to this matter and look forward to your response.

Sincerely,

[Your Name]