

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

Dear [Clerk of Court's Name],

Subject: Request for Postponement of Jury Service

I hope this letter finds you well. I am writing to formally request a postponement of my jury service scheduled for [original jury service date], as I am unable to attend due to [brief explanation of the reason, e.g., a medical issue, personal obligation, work commitment].

I understand the importance of jury service and am committed to fulfilling my civic duty. I would greatly appreciate the opportunity to reschedule my service to a later date. I am available on [provide two or three alternative dates], but I am open to any other dates the court deems appropriate.

Thank you for considering my request. I look forward to your understanding and assistance in this matter. Please let me know if you require any additional information.

Sincerely,

[Your Name]

[Your Jury Summons Number, if applicable]