

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

Dear [Clerk of Court's Name],
I hope this letter finds you well. I am writing to formally request a postponement of my jury duty service scheduled for [original date of jury duty] due to [brief explanation of the reason, e.g., a medical issue, a prior commitment, etc.].

I understand the importance of fulfilling civic duties and would appreciate the opportunity to reschedule my service for a later date. Please let me know if there are specific procedures I need to follow for the postponement process and any documentation that may be required. Thank you for your understanding and assistance in this matter. I look forward to your response.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Juror ID Number (if applicable)]