

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

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

Dear [Clerk of the Court's Name],

I hope this letter finds you well. I am writing to request a postponement of my jury duty date currently scheduled for [original date] due to [brief explanation of your reason, e.g., a prior commitment, medical issue, etc.].

I understand the importance of jury duty and am committed to fulfilling my civic obligation. I would like to request that my jury duty be rescheduled to a later date, preferably [suggested new date(s)], if possible.

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

Sincerely,

[Your Name]

[Your Juror ID (if applicable)]