

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

Dear [Clerk of Court's Name or "To Whom It May Concern"],  
I am writing in response to the jury duty summons I received for [date of jury duty]. I appreciate the importance of civic duty and understand the role of jury service in our legal system.

However, I would like to respectfully request a deferral or exemption from serving on that date due to [briefly explain your reason, e.g., a pre-existing commitment, medical issue, financial hardship, etc.].

I am fully committed to fulfilling my responsibilities and would be willing to serve on a different date if possible. Thank you for considering my request, and I look forward to your response.

Sincerely,  
[Your Name]