

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

Dear [Clerk of Court's Name],

I hope this message finds you well. I am writing to formally request a deferral of my jury duty service scheduled for [original jury duty date] due to [brief explanation of your reason, e.g., personal, medical, or professional obligations].

I have received my jury summons and understand the importance of fulfilling this civic duty; however, due to [reiterate your reason], I am unable to attend on the designated date. I respectfully request that my service be rescheduled to a later date, if possible.

Please let me know if you require any additional information or documentation to support my request. Thank you for your understanding and consideration.

Sincerely,

[Your Name]

[Your Jury Duty Summons Number]