

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

Dear [Clerk of Court's Name],

Subject: Request for Deferment of Jury Duty

I hope this letter finds you well. I am writing to formally request a deferment of my jury duty service scheduled for [original date of jury duty].

Due to [brief explanation of reason, e.g., a personal commitment, medical reason, or any other valid reason], I am unable to serve on the assigned date.

I kindly ask if it would be possible to postpone my jury duty to a later date. I am available during the following time frames: [provide two or three alternative dates].

Thank you for considering my request. I appreciate your understanding and look forward to your favorable response.

Sincerely,

[Your Name]

[Juror Identification Number, if applicable]