

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Court's Name]
[Court's Address]
[City, State, ZIP Code]

Dear [Recipient's Name or "Jury Coordinator"],
I hope this letter finds you well. I am writing to formally request a postponement of my jury duty service scheduled for [date] due to [reason for postponement, e.g., a medical appointment, a work commitment, personal circumstances].

I understand the importance of serving on a jury and am committed to fulfilling this duty. If possible, I would appreciate the opportunity to reschedule my service for a later date. I am available on [provide a few alternative dates] and can adjust to any date that works best for the court.

Please let me know if you require any further information or documentation to support my request. Thank you for considering my situation.

Sincerely,

[Your Name]
[Your Juror ID or Number, if applicable]