

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

Dear [Clerk of Court's Name],

I hope this letter finds you well. I am writing to formally request an exemption or postponement from jury duty currently scheduled for [date of jury duty] due to childcare issues.

As a primary caregiver for my [number of children] children, I am unable to secure adequate childcare to allow me to attend jury duty on that date. My responsibilities make it challenging to find alternate arrangements, as my children rely on me for care during my regular schedule.

I kindly ask for your understanding and request that my service be deferred until a later date when I can make arrangements for childcare. Please let me know the procedures I need to follow to facilitate this request.

Thank you for your consideration.

Sincerely,
[Your Name]