

[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],

Subject: Request for Jury Duty Deferment Due to Educational Commitments

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

I am currently enrolled in [Name of Educational Institution] pursuing [Degree/Program] and have classes scheduled that coincide with the jury duty dates. My attendance is crucial to my academic success, and I wish to fulfill my civic duty at a later time when it will not conflict with my studies.

I kindly ask for your understanding and consideration in this matter. I am available to serve at a later date and can provide documentation from my institution if necessary.

Thank you for your attention to this request. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Signature if sending a hard copy]  
[Your Juror ID Number if applicable]