

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

Dear [Clerk of Court's Name],

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

I am currently facing prior commitments that cannot be rescheduled, specifically [briefly explain your scheduling conflict, e.g., work obligations, family matters, medical issues]. I truly value my civic duty and am eager to serve at a later date.

I kindly request that my jury duty be rescheduled to a later date, preferably within the following months: [provide a window of preferred dates].

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

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]