

[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 Postponement of Jury Duty

I hope this message finds you well. I am writing to formally request a postponement of my jury duty scheduled for [original jury duty date], due to [brief explanation of your reason, e.g., a prior commitment, medical issues, financial hardship, etc.].

I understand the importance of fulfilling civic duties and sincerely apologize for any inconvenience this may cause. I would appreciate your consideration in granting me a postponement to a later date. I am available on [provide two or three alternative dates] and hope one of those can be accommodated.

Thank you for your understanding. Please let me know if any additional information or documentation is required.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]