

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]  
[Clerk of Court's Name]  
[Name of Courthouse]  
[C courthouse Address]  
[City, State, Zip Code]

Dear [Clerk of Court's Name],  
Subject: Request for Jury Duty Postponement

I hope this letter finds you well. I am writing to formally request a postponement of my jury duty scheduled for [original date] due to travel obligations that cannot be altered.

I have planned travel from [start date] to [end date], which was arranged prior to receiving my jury summons. I understand the importance of fulfilling this civic duty and am committed to doing so; however, my travel plans will prevent me from attending on the assigned date.

I would appreciate your consideration of my request and am hoping to be rescheduled for a later date. I am available to serve any time after [date you are available].

Thank you for your understanding. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]