

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Juror Coordinator's Name]
[Courthouse Name]
[Courthouse Address]
[City, State, ZIP Code]

Dear [Juror Coordinator's Name],

Subject: Request to Reschedule Jury Duty

I hope this message finds you well. I am writing to formally request a rescheduling of my jury duty service originally scheduled for [original date] due to [brief explanation of the reason, e.g., a prior commitment, personal issue, etc.].

I understand the importance of jury duty and the role it plays in our judicial system, and I sincerely apologize for any inconvenience this may cause. I am available to serve on the following alternative dates:

[provide at least two or three alternative dates].

Thank you for considering my request. I appreciate your understanding and assistance in this matter. Please let me know if any further information is needed.

Sincerely,

[Your Name]

[Your Juror ID Number] (if applicable)

[Your Signature (if sending a hard copy)]