

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

[Recipient's Name]
[Recipient's Title]
[Court Name]

[Court Address]
[City, State, Zip Code]

Subject: Jury Duty Summons Response

Dear [Recipient's Name],

I am writing in response to the jury duty summons I received dated [date of summons]. My juror identification number is [Juror ID Number].

I appreciate the importance of jury service and am willing to fulfill my civic duty. However, I would like to formally request [a deferral/exemption] due to [brief explanation of the reason, e.g., medical reasons, financial hardship, prior commitments].

I can provide supporting documentation if required and am willing to reschedule my service for a later date if possible.

Thank you for your understanding. I look forward to your prompt response regarding my request.

Sincerely,

[Your Name]

[Signature, if sending a hard copy]