

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

Dear [Clerk of Court's Name],

Subject: Request for Jury Duty Deferment

I am writing to formally request a deferment of my jury duty scheduled for [Original Jury Date] due to [brief explanation of the reason, e.g., a prior commitment, personal hardship, etc.].

I understand the importance of serving on a jury and am committed to fulfilling my obligations. I would appreciate the opportunity to defer my service to a later date. If possible, I kindly ask to be rescheduled for [suggest new dates or a time frame].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Your Juror Number (if applicable)]