

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

[Date]
[Clerk of Court's Name]
[Name of the Court]
[Address of the Court]
[City, State, ZIP Code]

Dear [Clerk of Court's Name],

Re: Request for Jury Duty Deferral/Excusal

I hope this letter finds you well. I am writing to formally request a deferral or excusal from jury duty scheduled for [insert date] due to my caretaking responsibilities.

As the primary caregiver for [insert the relationship, e.g., a minor child, elderly parent, or person with disabilities], I am unable to take on jury duty at this time without significantly impacting their well-being and care. [Briefly explain your caregiving situation and any special circumstances if necessary.]

I appreciate your understanding of my situation and kindly ask that you consider my request. If possible, I would be grateful for an alternate date for my jury service or an excusal.

Thank you for your attention to this matter. Please let me know if you need any further information or documentation.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]