

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

Dear [Clerk of Court's Name or "To Whom It May Concern"],

Subject: Request for Jury Duty Deferral

I hope this message finds you well. I am writing to formally request a deferral of my upcoming jury duty scheduled for [original jury duty date] due to unforeseen circumstances that require my immediate attention.

[Briefly explain your situation without going into excessive detail, for example: "I am currently facing a medical emergency that requires surgery on the same date" or "I have a family obligation that necessitates my presence."]

I understand the importance of jury service and am committed to fulfilling my civic duties. I kindly ask for the opportunity to reschedule my jury duty for a later date. I am available on [provide two or three alternative dates].

Thank you for your understanding and consideration of my request. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Juror ID Number, if applicable]