

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

Dear [Clerk of Court's Name],

Subject: Request for Jury Duty Postponement

I hope this letter finds you well. I am writing to formally request a postponement of my scheduled jury duty on [insert date] due to prior volunteer commitments that I am obligated to fulfill.

I am actively involved in [briefly describe your volunteer work, e.g., "a local nonprofit organization that serves underprivileged youth"], and on the upcoming date, I am scheduled to [describe specific commitment, e.g., "lead a critical workshop that impacts our participants' development"].

I sincerely value my civic responsibilities and am committed to serving as a juror. I kindly request a rescheduling of my jury duty to a later date. I am available on [provide a few alternative dates], and I would be grateful for any assistance you can provide in accommodating this request.

Thank you for your understanding and consideration. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Juror ID or Reference Number, if applicable]