

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

Dear [Clerk of the Court's Name],

Subject: Request for Postponement of Jury Duty

I hope this letter finds you well. I am writing to formally request a postponement of my scheduled jury duty, which is set for [original date]. Due to [brief explanation of reason], I am unable to serve on that date. I understand the importance of fulfilling this civic duty and am willing to reschedule my service to a later date. If possible, I would appreciate being assigned to a date within the next few months.

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

Sincerely,

[Your Name]

[Juror Identification Number, if applicable]