

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position/Title]
[Court Name]
[Court Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a deferral or exemption from jury duty scheduled for [original date] due to family-related circumstances.

Due to [briefly explain the family reasons, e.g., caregiving responsibilities, medical issues, etc.], I am unable to fulfill my jury duty obligations at this time. [Provide any necessary details that support your request, such as the nature of your responsibilities or any challenges you are currently facing.]

I respectfully ask for your understanding and any consideration you may provide regarding my situation. I appreciate the court's important role in ensuring a fair trial and understand the significance of jury duty. Thank you for your attention to this matter. I hope to hear from you soon regarding my request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]