

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

Dear [Clerk of Court's Name],

I am writing to formally request a postponement of my jury duty service, scheduled for [original date of jury duty]. Due to [brief explanation of your reason, e.g., a scheduling conflict, medical issue, etc.], I am unable to attend on that date.

I kindly request to be rescheduled for a later date, if possible, and I appreciate your understanding in this matter. Please let me know if you require any additional information or documentation to process my request.

Thank you for your consideration.

Sincerely,

[Your Name]

[Juror ID number if applicable]