

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Clerk of Court's Name]  
[Jury Administration Office]  
[Address of Court]  
[City, State, ZIP Code]

Dear [Clerk of Court's Name],

I hope this letter finds you well. I am writing to request a rescheduling of my jury duty service originally scheduled for [original date]. Due to [brief explanation of your reason, e.g., a prior commitment, medical issue, etc.], I am unable to attend on that date.

I kindly request to be rescheduled to a later date, if possible. I am available on [provide two or three alternate dates/times], and I hope one of these options will work for your schedule.

Thank you for your consideration. I appreciate your assistance in this matter. Please let me know if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Jury Duty Summons Number]