

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]
[Clerk of the Court's Name]
[Name of the Court]
[Address of the Court]
[City, State, Zip Code]

Dear [Clerk of the Court's Name],

Subject: Request for Deferment of Jury Duty

I hope this letter finds you well. I am writing to request a deferment for my upcoming jury duty service scheduled for [original jury duty date].

Due to [reason for deferment, e.g., a personal obligation, medical condition, or travel commitment], I am unable to fulfill my jury duty on the assigned date. I respectfully request a deferment to a later date, if possible.

I appreciate your understanding and assistance in this matter. Please let me know if any additional information is required.

Thank you for your attention to my request.

Sincerely,

[Your Name]

[Your Juror ID Number, if applicable]