

[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]