

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

Dear [Recipient Name],

Subject: Request for Jury Duty Deferral/Exemption

I hope this letter finds you well. I am writing to formally request a deferral/exemption from my upcoming jury duty scheduled for [date], as I have received a summons (Juror ID: [Your Juror ID]).

[Explain your reason for the request succinctly, e.g., a medical condition, financial hardship, work commitments, etc.]

I understand the importance of serving on a jury and will fulfill my civic duty at a later date if permitted. I would appreciate your consideration of my request and am willing to provide any further documentation if required.

Thank you for your time and understanding. I look forward to your favorable response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]