

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

Dear [Clerk of Court's Name],

Subject: Request for Deferral of Jury Duty

I hope this letter finds you well. I am writing to formally request a deferral for my upcoming jury duty scheduled for [date of jury duty] due to [brief explanation of your reason, e.g., a prior commitment, medical reasons, etc.].

I understand the importance of fulfilling my civic duty and am eager to serve; however, [provide a brief explanation of why you cannot attend on that date].

I kindly ask if my jury duty could be postponed to a later date. I am available on [provide two or three alternative dates you are available]. Thank you for considering my request. I appreciate your understanding and look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]