

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

Dear [Clerk of Court's Name],

Subject: Request for Jury Duty Deferral Due to Hardship

I hope this message finds you well. I am writing to formally request a deferral or exemption from jury duty scheduled for [date of jury duty]. I have been summoned to serve as a juror, and I regret to inform you that fulfilling this obligation presents a significant hardship for me due to [briefly explain your hardship, e.g., medical issues, financial constraints, caregiving responsibilities, etc.].

[Provide any necessary details or documentation supporting your case, if applicable. Be concise but clear about why serving would cause hardship.]

I greatly appreciate the importance of jury duty and am committed to fulfilling this civic responsibility at a later date when my circumstances are more manageable. I kindly request a deferral to a later date or, if possible, an exemption from this particular summons.

Thank you for your understanding and consideration of my request. Please let me know if you require any further information or documentation to assist in this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]