

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

Dear [Clerk of Court's Name],

I hope this message finds you well. I am writing to formally request a postponement of my jury duty service scheduled for [original date of jury duty] due to [brief reason for postponement, e.g., a personal commitment, medical issue, etc.].

I understand the importance of jury duty and appreciate the opportunity to participate in the judicial process. However, [elaborate slightly on your reason, if necessary, while maintaining brevity].

I would greatly appreciate your understanding and consideration in rescheduling my service to a later date. I am available to serve on [provide a range of alternative dates if possible].

Thank you for your attention to this matter. I look forward to your favorable response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Jury Duty Summons Number (if applicable)]