

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

Dear [Clerk of Court's Name],

Subject: Request to Reschedule Jury Duty Service

I hope this letter finds you well. I am writing to formally request a rescheduling of my jury duty service originally scheduled for [original date]. Due to [brief explanation of the reason, e.g., a prior commitment, medical issue, etc.], I am unable to fulfill my duty on that date.

I understand the importance of participating in jury service and would like to fulfill this civic responsibility. Therefore, I kindly ask if it would be possible to reschedule my service for a later date. I am available on [provide alternative dates] and hope one of these options may be suitable.

Thank you for considering my request. I appreciate your understanding and look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Juror ID Number (if applicable)]