

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]
[Clerk of Court's Name]
[Courthouse Name]
[Courthouse Address]
[City, State, Zip Code]

Dear [Clerk of Court's Name],

Subject: Request for Jury Duty Postponement/Excusal

I hope this letter finds you well. My name is [Your Name], and I am writing to formally request a postponement/excusal from my upcoming jury duty scheduled for [Date of Jury Duty].

[Brief explanation of the reason for your request, e.g., medical issues, pre-existing commitments, etc.]

I appreciate your understanding and consideration of my request. Please let me know if you require any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if mailing a hard copy)]

[Your Printed Name]

[Juror ID Number (if applicable)]