

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

Subject: Request for Deferment of Jury Duty

Dear [Clerk of Court's Name],

I hope this letter finds you well. I am writing to respectfully request a deferment of my scheduled jury duty. I have been summoned to appear on [original date of jury duty], but due to [brief explanation of your reason, e.g., a personal commitment, health issues, family obligations, etc.], I am unable to serve on that date.

I would appreciate your consideration for a deferment to a later date. I am available on [provide a couple of alternative dates].

Thank you for your understanding. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Jury Badge Number, if applicable]