

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

[Recipient Name]  
[Recipient Title]  
[Courthouse Name]  
[Courthouse Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Jury Duty Deferral/Exemption

I hope this letter finds you well. I am writing to formally request a [deferral/exemption] from my jury duty service scheduled for [date of jury duty].

The reason for my request is [briefly explain your reason, e.g., a personal commitment, health issue, financial hardship, etc.]. I believe that fulfilling my jury duty obligation during this time would cause [explain the impact or difficulty].

I understand the importance of participating in the judicial process and am willing to serve at a later date if my request for deferral is granted. I would greatly appreciate your consideration of my situation. Thank you for your understanding and support on this matter. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]