

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Jury Administrator's Name]
[Jury Administration Office]
[Office Address]
[City, State, ZIP Code]

Dear [Jury Administrator's Name],

Subject: Application for Jury Duty Exemption/Postponement

I hope this message finds you well. I am writing to formally request [an exemption from/or a postponement of] my jury duty, scheduled for [date of scheduled jury duty], due to [specific reason for request, e.g., medical reasons, personal obligations, etc.].

[In this paragraph, provide a detailed explanation of your situation. Include any relevant dates, documents, or circumstances that will support your request. Be precise and concise. For example, if it's a medical issue, you may note, "I have been advised by my physician to refrain from any activities that may cause stress or require extensive time commitments."]

I understand the importance of fulfilling jury duty and appreciate the civic duty it represents. Therefore, I would like to explore the possibility of being [exempted/postponed] to a later date. I am available for [provide alternative dates or times that work for you, if applicable].

Thank you for considering my request. I look forward to your understanding response. I have attached any relevant supporting documents for your review.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]