

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Jury Duty Office Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request [a deferment/exemption] from my jury duty summons scheduled for [original date] due to [reason for request, e.g., prior commitments, medical reasons, etc.].

I understand the importance of jury duty and appreciate the opportunity to serve. I have made every effort to make arrangements that may allow me to fulfill this obligation; however, [provide brief details of your situation].

If possible, I would greatly appreciate being rescheduled for a later date. Please let me know if you require any documentation to support my request.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]