

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

[Recipient's Name]  
[Title/Position]  
[Court Name or Jury Office]  
[Court Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally apply for a deferral/exemption from jury duty on [date(s) of service] due to [specific reason].

I understand the importance of jury service and appreciate the civic duty it represents. However, [brief explanation of your reason, e.g., personal circumstances, health issues, scheduling conflicts, etc.].

I would appreciate your consideration of my request and would be happy to provide any further information or documentation if necessary.

Thank you for your understanding.

Sincerely,

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