

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

Dear [Clerk of Court's Name],

Subject: Request for Jury Duty Deferment

I hope this letter finds you well. I am writing to formally request a deferment for my upcoming jury duty scheduled for [insert date] due to [briefly explain reason, e.g., work commitments, medical issues, etc.]. I understand the importance of jury service and wish to fulfill my civic duty. However, [provide a brief explanation of your situation].

I kindly ask if my jury duty could be postponed to a later date. I am available during the following periods: [insert several alternative dates].

Thank you very much for considering my request. I look forward to your understanding and hope to hear from you soon.

Sincerely,

[Your Name]

[Your Jury Duty Summons Number, if applicable]