

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Jurisdiction/Court Name]
[Judiciary or Clerk of Court]
[Address of the Court]
[City, State, ZIP Code]

Dear [Clerk of Court/Jury Coordinator's Name],

Subject: Request for Postponement of Jury Duty

I hope this message finds you well. I am writing to formally request a postponement of my jury duty scheduled for [Original Jury Duty Date], as I am unable to fulfill my obligations on that date due to [briefly explain your reason, e.g., a scheduling conflict, medical issue, personal matter].

I understand the importance of jury duty and am committed to serving; however, I kindly request that my service be postponed to a later date. I am available for jury duty on the following dates: [List a few alternative dates you are available].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]