

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

[Clerk of Court's Name]  
[Office of the Jury Commissioner]  
[Court's Address]  
[City, State, Zip Code]

Dear [Clerk of Court's Name],

Subject: Application for Jury Duty Deferral/Excusal

I hope this letter finds you well. I am writing to formally request a deferral/excusal from jury duty, as I have been summoned for jury service on [insert date].

[Briefly explain the reason for your request, e.g., personal hardship, medical issues, travel commitments, work obligations, etc.]

I understand the importance of jury duty and am willing to serve at a later date if possible. I kindly ask that you consider my request and inform me of the decision at your earliest convenience.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]