

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

Re: Jury Duty Summons - [Your Summons Number]

Dear [Clerk of Court's Name],

I hope this letter finds you well. I am writing to request a deferral or exemption from jury duty scheduled for [Date] due to childcare issues.

As a primary caregiver for my [number] child/children, I am unable to arrange alternative childcare during this time. [You may briefly explain your situation - for example, the age of your children or any special needs they may have.]

I appreciate your understanding and consideration of my request. Please let me know if there are any forms I need to complete or further information you require.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]