

# Jury Duty Deferral Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request a deferral of my jury duty service, which is scheduled for [Insert Date of Jury Duty]. Due to [brief explanation of reason, e.g., a personal obligation, medical issue, etc.], I am unable to fulfill my civic duty on the assigned date.

I understand the importance of jury service and am committed to participating once my circumstances allow. I kindly request that my service be postponed to a later date. I am available to serve on the following dates: [Insert Alternative Dates].

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

Sincerely,

[Your Name]