

# Jury Duty Postponement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Court's Name]

[Court's Address]

[City, State, Zip Code]

Dear [Court Clerk's Name],

I am writing to formally request a postponement of my jury duty scheduled for [Insert Date of Jury Duty]. Unfortunately, due to [brief explanation of your reason, e.g., a family commitment, medical issue], I am unable to fulfill my duty on that day.

I would greatly appreciate the opportunity to reschedule my jury service for a later date. If possible, I would prefer [suggest one or two alternative dates]. However, I am willing to accommodate the court's schedule as needed.

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

Sincerely,

[Your Name]