

Jury Duty Rescheduling Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Clerk of the Court

[Court's Name]

[Court's Address]

[City, State, Zip Code]

Dear Clerk of the Court,

I hope this letter finds you well. I am writing to request a rescheduling of my jury duty, which is currently set for [original date]. Due to [reason for rescheduling, e.g., a prior commitment, medical reasons], I am unable to attend on this date.

I respectfully ask to be rescheduled to a later date. I am available on [provide two or three alternative dates].

Thank you for considering my request. Should you need any further information, please do not hesitate to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]