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

[Date]

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

RE: Jury Summons Number: [Your Summons Number]
Service Date: [Original Date on Summons]

To the Jury Commissioner,

I am writing to formally request a postponement of my jury service scheduled for [Original Date].

I am requesting this postponement because [State your reason: e.g., pre-scheduled travel, medical procedure, work commitment, or student obligations].

I am fully committed to fulfilling my civic duty and would like to request that my service be rescheduled to a date after [Date you will be available]. I am available to serve during the week of [Provide a specific alternative date].

Attached is documentation supporting my request [Optional: e.g., flight itinerary, doctor's note, or class schedule].

Thank you for your time and for considering this request. Please let me know if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]