

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to inform you that I have been summoned for jury duty on [date(s)]. According to the summons, my attendance is required at [location].

I understand that my absence may affect the team's operations, and I will do my best to ensure a smooth workflow during my time away. I anticipate being absent for approximately [number of days] days, pending the court's schedule.

Please let me know if you need any further documentation or if there are forms that I should complete related to my jury duty service.

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Job Title]