

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

Dear [Supervisor's Name],

I am writing to formally request a leave of absence due to jury duty. I have been summoned to serve on a jury, with my service scheduled to begin on [start date] and potentially lasting until [end date].

I understand the importance of my responsibilities at [Company/Organization Name] and will ensure that all my duties are up to date prior to my leave. [Optional: You may mention any arrangements you have made for your workload during your absence.]

Please let me know if there are any forms or procedures I should follow to formalize this request. I appreciate your understanding and support during this time.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title]