

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that I have been summoned for jury duty, which is scheduled to take place on [insert date] at [insert location]. As a result, I will be unable to fulfill my work obligations during this period.

I understand the importance of my responsibilities and will ensure a smooth transition of my duties prior to my absence. I plan to [briefly outline how you will manage your responsibilities, e.g., completing pending tasks or delegating duties to a colleague].

Please let me know if there are any forms or procedures you need me to complete in advance of this duty. Thank you for your understanding and support regarding this matter.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Department]