

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request leave from work to fulfill my civic duty as a juror. I have been summoned for jury duty starting on [start date] and my service is expected to last until [end date or "until further notice"].

As a result, I kindly request to be excused from all work-related obligations during this period. I will ensure that my responsibilities are managed and transitioned to my team to minimize any disruption to our projects. I am committed to staying on schedule and will remain accessible via email should any urgent matters arise.

Please let me know if you need any further information or documentation regarding my jury summons. Thank you for your understanding and support in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position]