

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Court's Name]  
[Court's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request to be excused from jury duty scheduled for [insert date] due to employment conflicts.

I am currently employed at [Your Employer's Name], where I hold the position of [Your Job Title]. My work commitments, particularly [briefly describe your work responsibilities that conflict with the jury duty, e.g., a critical project, important deadlines, etc.], require my presence during this time.

I appreciate the importance of jury duty and the role it plays in our legal system. Therefore, if possible, I would be grateful if you could reschedule my jury duty to a later date when my work obligations will not interfere.

Thank you for considering my request. I look forward to your understanding and assistance in this matter.

Sincerely,

[Your Name]  
[Your Job Title] (if applicable)