

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

Dear [Supervisor's Name],

I am writing to formally request time off from work due to jury duty. I have been summoned to serve and will need to be absent from work starting on [Start Date] and potentially returning on [Return Date].

I understand the importance of my responsibilities at [Company Name] and will ensure that my duties are managed during my absence. I am committed to completing any necessary work or delegating tasks beforehand to minimize disruption.

Thank you for your understanding. Please let me know if you require any further information or documentation regarding my jury duty.

Sincerely,

[Your Name]  
[Your Job Title]