

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

Dear [Manager's Name],

I am writing to formally request time off from work to fulfill my civic duty as a juror. I have received a summons for jury duty scheduled for [dates of service], and I am required to attend.

I understand the importance of my responsibilities at [Company Name] and will ensure that all my current tasks are up to date before my absence. I am willing to assist in any way to facilitate coverage during my time away.

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

Sincerely,

[Your Name]
[Your Job Title]