

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Employer'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 from [start date] to [end date].

As you are aware, fulfilling civic duties is important, and I intend to comply with this obligation. I will keep you updated on my status and inform you as soon as I know whether my service will be required for the full duration.

During my absence, I will ensure that all my current tasks and responsibilities are managed appropriately. I will coordinate with [colleague's name or team] to ensure a smooth workflow while I am away.

Thank you for your understanding and support regarding this matter.

Please let me know if you need any additional information or documentation related to my jury duty summons.

Sincerely,

[Your Name]
[Your Job Title]