

[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 am writing to formally notify you that I have received a jury summons that requires my attendance on [date(s) of jury duty]. As a result, I will need to request time off from work to fulfill this civic obligation. I understand the importance of my responsibilities at [Company's Name] and will do my best to minimize any disruption caused by my absence. I am committed to keeping you updated should my jury service extend beyond the expected date or should there be any changes in my availability.

Thank you for your understanding and support regarding this matter.

Please let me know if you need any additional information or documentation.

Sincerely,

[Your Name]
[Your Job Title]