

[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 hope this message finds you well. I am writing to formally request time off due to a civic duty obligation that requires my attendance. I have been summoned for jury duty on [date(s) of jury duty] and, as a result, I will be unavailable for work during this time.

I understand the importance of my responsibilities at [Company Name] and will ensure that all my tasks are up to date before my absence. Should my jury service extend beyond the scheduled dates, I will notify you immediately.

Thank you for your understanding. I appreciate your support in this matter and will make every effort to minimize any impact on our team.

Sincerely,

[Your Name]
[Your Job Title]