

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title/Position]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request time off from work due to my selection for jury duty. I am scheduled to attend jury duty on [Date(s)] at [Location].

I understand the importance of fulfilling civic duties and am committed to participating in this process. However, my absence may impact ongoing projects and responsibilities in my role as [Your Position]. To ensure a smooth transition, I will [mention any plans to delegate tasks or prepare the team for your absence].

I would appreciate your support in accommodating my jury duty schedule. Please let me know if you require any additional information or documentation. Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Department]