

[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 been summoned for jury duty. My scheduled appearance date is [date]. The duration of my service may vary, but I will keep you informed of any updates regarding my attendance.

I understand the importance of my responsibilities at [Company's Name] and will ensure that my duties are managed in my absence. Please let me know if any further information or documentation is required.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]