

[Your Company Letterhead]

[Date]

[Employer's Name]

[Employer's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

Subject: Jury Duty Excusal Request for [Employee's Name]

I am writing to inform you that [Employee's Name], who holds the position of [Employee's Position] in our organization, has been summoned for jury duty commencing on [Start Date] and expected to continue through [End Date].

Given the nature of their responsibilities within our team, we kindly request your understanding and support in allowing [Employee's Name] to fulfill this civic duty. Their participation is vital to the legal process, and we recognize the importance of serving on a jury.

If you have any questions or require further information regarding this matter, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]