

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request an excuse from jury duty scheduled for [date] due to work obligations that require my immediate attention. As [your job title/position], I have significant responsibilities that cannot be delegated or postponed.

I appreciate the civic duty of jury service and respect the importance of participating in the judicial system. However, my current workload includes [briefly explain specific tasks or projects], which are critical to the company's operations.

I kindly ask for your understanding and support in this matter. If necessary, I am willing to provide any documentation or additional information regarding my work commitments.

Thank you for considering my request. I look forward to your positive response.

Sincerely,
[Your Name]
[Your Job Title]