

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Teacher's/Principal's Name],

I hope this message finds you well. I am writing to inform you that I have been summoned for jury duty and will be unable to attend school on [date(s)].

Please find attached a copy of my jury duty summons for your records. I appreciate your understanding and support during this time.

Thank you for your attention to this matter. Should you need any further information, please feel free to contact me.

Sincerely,

[Your Name]
[Your Grade/Class]