

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Company
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
County Clerk		
Address Line		
City, State Zip Code		

Re: Employer Requesting Employee's Jury Duty Release

Dear :

{Name} was summoned to report to jury duty on {date}. I know that it is a responsibility as a citizen to serve as a juror. However, {name}'s absence at {company} would be detrimental. {Name} is the head of {department} and does a majority of the {activities and responsibilities}. We are preparing for {big event}. {Name}'s absence would put this project on hold and would be quite destructive to our company and the public we serve. Please excuse {name} from jury duty.

Sincerely,

N A M E