

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

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

Re: Employee Requesting Release from Jury Duty because of Financial Hardship

Dear :

I was summoned to report to jury duty on {date}. I was informed that those that serve on jury duty are compensated at rate of \$ a day. I have just begun a new job and have not become eligible to receive benefits. Therefore, I do not have any sick days or vacation days to use in my absence. I would not receive any compensation during the time that I serve as a juror. I am the only employed person in my home. I have a husband/wife and {number} kids that are supported solely on my income. We would go hungry if I am mandated to serve as a juror for a rate of \$ a day. Please consider this and excuse me from jury duty.

Sincerely,

N A M E