[Your Name]
[Your Job Title]
[Date]

[Manager's Name]
[Company Name]

Subject: Jury Duty Leave Request - [Your Name]

Dear [Manager's Name],

I am writing to formally notify you that I have been summoned for jury duty. According to the official summons, I am required to report to [Name of Court] on [Start Date].

At this time, I do not know the exact duration of my service. I will keep you updated as soon as I have more information regarding when I can return to work. I have attached a copy of the jury summons for your records.

Before my leave begins, I will ensure that my current tasks are up to date and provide instructions for any urgent matters that may arise in my absence.

Thank you for your understanding.

Sincerely,

[Your Signature]
[Your Printed Name]