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

[Date]

[Jury Commissioner Name/Office]
[Courthouse Address]
[City, State, Zip Code]

RE: Jury Duty Exemption Request for [Employee Name]
Juror Number: [Insert Number]
Summons Date: [Insert Date]

To the Jury Commissioner,

I am writing to formally request a financial hardship exemption or deferral for my employee, [Employee Name], regarding the jury summons scheduled for [Date].

[Company Name] is a small business that relies heavily on a limited number of staff members. [Employee Name] holds the essential position of [Job Title]. Their absence would result in a severe operational disruption because [briefly explain reason, e.g., they are the sole provider of a specific service/manage critical daily operations].

Furthermore, our current company policy [does/does not] provide compensation for jury service beyond [number] days. The loss of productivity combined with the financial burden of salary maintenance or the temporary hire of a replacement would cause significant financial hardship to this company.

We take the civic responsibility of jury duty seriously; however, the immediate impact on our business survival and the financial stability of our employee makes their attendance at this time extremely difficult. We respectfully request that [Employee Name] be excused from this current summons or that their service be postponed to a later date when our staffing needs are less critical.

Thank you for your time and for considering this request. Please contact me directly at [Phone Number] if you require further documentation.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]