[Date]

[Jury Commissioner Name]
[Court Name]
[Court Address]
[City, State, Zip Code]

RE: Jury Summons for [Employee Name], Juror Number: [Number]

Dear Jury Commissioner,

Please accept this letter as a formal request to excuse [Employee Name] from jury duty, scheduled for [Start Date]. [Employee Name] is an essential employee at [Company Name], serving as a [Job Title].

Our organization provides [Description of critical service, e.g., healthcare, emergency repairs, food supply]. [Employee Name] possesses specialized skills and responsibilities that are vital to our daily operations. Specifically, their role involves [Briefly describe critical duties].

Due to [Reason: e.g., current staffing shortages, peak seasonal demands, or specialized project deadlines], their absence at this time would cause an undue hardship and significantly impair our ability to provide essential services to the community.

We understand the importance of jury service and respectfully request that [Employee Name] be excused from this current summons or that their service be postponed to a later date when our operational demands are less critical.

Thank you for your time and consideration of this request. Should you require further information, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Company Name]