EXCUSE FROM JURY DUTY, #1

[Date]

[NAME AND ADDRESS, ex.
Tom Atkinson
14 Edith Street,
Hackney West,
ZIP POST CODE]

Dear [NAME, ex. Tom Atkinson],

I am in receipt of your letter of [DATE, ex. June 10, 1998]. Although I am honored by the privilege, I respectfully request that I be excused from jury duty.

[STATE REASON(S), ex. I am currently employed by ABC International Incorporated of Tempe. As a small firm, my employer will be unable to pay me during my absence for jury duty. Simply stated, my financial position will be severely affected as a result. I will be able to forward a statement from my employer if you so require.]

I trust that you understand my position and excuse me, thus, from jury duty. You may contact me at XXX-XXXX if there are any concerns.

Sincerely,

[YOUR NAME, ex. Tony Montana]