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]