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## **Sample Letter Template: Business Scheduling Issue**

To: [name of court system]

From: [company name]

Date: [date]

We respectfully request your assistance in postponing or rescheduling jury duty selection and service for the following employee due to our need for their presence during [list timeframe] due to [list reason here]. [Add supporting information here.]

[employee name]

[date of jury duty selection]

Please contact me if you have any questions.

[Your name, title]

[Your company name and address (if not on letterhead)]

[Your contact information, i.e. phone, email]

Attachments:

(attach any documentation, such as pre-purchased business tickets, and event brochure or other information that can be used to prove that the employee is needed on a particular date or dates)