

Sample Letter Template: Business Financial Hardship

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 the financial hardship it would cause our business.

[employee name], [juror ID number]

[date of jury duty selection]

[Add supporting details here.]

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 and email]

Attachments: (attach any documentation, such as financial statement, pending foreclosure, loan documents, and a letter from audit)

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 on [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 and email]

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