Your Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Organization Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

I have been informed that I am required to be present at jury duty on Tuesday 27th November 2018. I want to serve the jury duty at the core of my heart but my life’s problems are biggest obstacles in my way of serving. I have a 4 years old kid suffering from hepatitis. He needs my continuous attention and care.

Please respond me if you need additional documents in support of my excuse. I would like to thank you in advance. I will be waiting for your response.

I am looking forward to your response!

Sincerely,

Your Name