EXCUSE FROM JURY DUTY, #2

[Date]

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

Dear [NAME, ex. Tom Atkinson],

We are the employer of [NAME, ex. Joe Williams] who has recently been requested by your office to serve as juror.

[STATE REASONS WHY YOU REQUIRE EMPLOYEE TO WORK DURING THAT TIME, ex. As our administrative assistant, Mr. Williams is a key employee of our firm. He is currently working with our bank to facilitate our borrowings for our in-progress condominium project on First and Second streets. Due to his specific knowledge of our bank relations and projects, we simply cannot find a qualified individual to replace Mr. Williams without incurring significant costs which would cripple our current financial position. Furthermore, as we are a small firm, we will be unable to offer pay to Mr. Williams during his leave. Mr. Williams has also stated to us that the loss in wages would result in financial hardship to him and his family as well.]

I trust you understand that [NAME, ex. Mr. William]’s absence would impose significant negative consequences upon both [NAME, ex. Mr. Williams] and our firm. We respectfully request, thus, that he be excused from jury duty.

Please call me at XXX-XXXX if you there are any concerns.

Sincerely,

[YOUR NAME, ex. Tony Montana]