

Re: Request to be Excused from Jury Service

To Whom It May Concern:

My name is _____. On _____ I received a jury summons and was assigned the juror ID number of _____. This letter is a request to be excused from jury service, because serving on a jury would pose a severe financial hardship to me.

Here is an overview of my financial situation: I currently work as _____ for _____. The division I work in has _____ employees, and my employer will cover _____ days of jury service. My household consists of _____. Our household's monthly income is \$_____, of which _____ is from me. Our monthly expenses are \$_____.

Thank you for your consideration.

Sincerely,

(Name)