

# Jury Duty Excusal Notification

Date:

To:

Dear ,

This letter is to notify you that your request to be excused from jury duty has been reviewed and . Below are the details regarding your excusal:

- Jury Duty Summons Number:
- Jurisdiction:
- Date of Summons:
- Reason for Excusal:

If you have any further questions, please contact the jury office at .

Sincerely,

Jury Office