Sample Jury Duty Excusal Approval Letter

[Your Name]

[Your Title]

[Company/Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Date]

[Juror's Name]

[Juror's Address]

[City, State, ZIP Code]

Dear [Juror's Name],

Subject: Jury Duty Excusal Approval

I am writing to confirm that your request to be excused from jury duty for the period of [Jury Duty Dates] has been approved. We understand the importance of your commitments and value your consideration in requesting this excusal.

Please consider this letter as official documentation of your approved jury duty excusal. Should you require any further assistance or documentation, please contact our HR department.

We appreciate your dedication and look forward to your continued contributions to our organization.

Sincerely,

[Your Name]

[Your Title]