

Sample Letter Template: Business Financial Hardship

To: [name of court system]

From: [company name]

Date: [date]

We respectfully request your assistance in postponing or rescheduling jury duty selection and service for the following employee due to the financial hardship it would cause our business.

[Add supporting details here.]

[employee name]

[date of jury duty selection]

Please contact me if you have any questions.

[Your name, title]

[Your company name and address (if not on letterhead)]

[Your contact information, i.e. phone, email]

Attachments:

(attach any documentation such as financial statement, pending foreclosure, loan documents, letter from audit)