

# JURY DUTY EXCUSE LETTER

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01/01/2030

United States District court  
Southern District of Florida  
C. Clyde Atkins U.S Courthouse  
301 North Miami Avenue  
Miami, FL 33128  
(305) 523-5100

**Re: Request John Smith, Juror No. 712343 to be excused from jury duty**

We are writing this letter on behalf of John Smith, our employee, Senior credit analyst, who has been summoned to paper before your court to serve as a jury on 10/01/2030 at 8:00 am.

The purpose of this letter is to humbly request your honorable court to excuse John Smith from jury duty due to the following reasons

- He is dealing with a very complex and profitable overdraft facility deal that no one can do it properly because he is the only expert in our institution and if this deal will not well be conducted it will have a very negative impact both financially and on our institution's reputation.
- Our leave policy does not include compensation for jury duty leave, this will. John Smith has clearly declared to us that the loss of wages will cause him and his family financial hardship.

On his behalf, we respectfully urge that he be excused from jury duty. We appreciate your consideration of our unusual circumstances.

We'll be waiting for your response to our request.

Please contact me at 198-233-3333 if you have any questions or if we need to supply any additional information.

Sincerely

Bob Lazio  
Managing Director