**DATE**

**(RETURN ADDRESS)**

**(CLERK OF COURT ADDRESS)**

RE: Excusal From Jury Service **(NAME OF SERVICE MEMBER)**

Dear Sir or Madam:

**(GRADE AND NAME)**, a member of the United States Air Force on active duty, has been summoned to perform jury duty **(WHEN, WHERE, AND ON WHAT JURY)**. Under 10 U.S.C. § 982, Department of Defense Directive 5525.8, and Air Force Instruction 51-301, this member has been determined by me, an authorized designee of the Secretary of the Air Force, as exempt from duty on the jury in question because such jury service would unreasonably interfere with the performance of the member's military duties or would adversely affect the readiness of the unit, command, or activity to which the member is assigned. Under 10 U.S.C. § 982(b) this determination is conclusive.

Please excuse **(GRADE AND NAME)** from jury duty. If you have questions or cannot accommodate this request, please contact me at **(COMMANDER’S DUTY PHONE NUMBER)** or the Misawa Air Base Legal Office at 011-81-176-77-4022. Thank you for your cooperation.

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**IMMEDIATE COMMANDER’S**

**SIGNATURE BLOCK**