

[Your Name/Organization Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Requesting Attorney Name or Agency]  
[Law Firm/Company Name]  
[Address]  
[City, State, Zip Code]

**RE: Request for Extension of Time to Respond to Subpoena**

**Patient Name:** [Patient Full Name]

**Date of Birth:** [DOB]

**Subpoena Case Number/Reference:** [Case Number]

Dear [Name of Contact Person],

I am writing to formally request an extension of the deadline to produce the medical records requested in the subpoena dated [Date of Subpoena]. The current deadline for production is [Current Due Date].

The requested records include dictated notes and reports that require additional time to process for the following reason(s):

- Large volume of dictated material requiring transcription or verification.
- Administrative delays in retrieving archived electronic or physical files.
- The need to ensure all HIPAA-compliant redactions are completed accurately.

We are working diligently to fulfill this request. We respectfully request a new production deadline of [Proposed New Date].

Please confirm in writing if this extension is acceptable. If you have any questions, please contact our records department at [Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]