

[Date]

[Recipient Name/Legal Department]

[Facility/Provider Name]

[Address Line 1]

[City, State, Zip Code]

**RE: EXPEDITED SUBPOENA COMPLIANCE NOTICE**

Patient Name: [Patient Full Name]

Date of Birth: [DOB]

Social Security Number: [SSN - Optional]

Subpoena Case Number: [Case Number]

Due Date: [Immediate/Specific Date]

To the Custodian of Records,

Pursuant to the enclosed subpoena served on [Date], you are hereby requested to provide certified copies of all dictated medical records, including but not limited to: admission summaries, discharge summaries, operative reports, consultation notes, and progress notes for the aforementioned patient.

This request is marked as **EXPEDITED**. Due to pending litigation deadlines, we require these records to be produced no later than [Time] on [Date].

Please ensure the production includes:

- Electronic versions of all dictated and transcribed reports.
- A signed Certification of Records/Affidavit of Custodian.
- A statement of any missing records or records currently in transcription.

Please deliver the records via [Delivery Method: e.g., Secure Portal, Email, or Overnight Courier]. If there are costs associated with this expedited request, please contact our office immediately at [Phone Number].

Failure to comply with this subpoena by the deadline may result in further legal action, including a motion for contempt or a motion to compel.

Sincerely,

[Your Name/Law Firm Name]

[Your Title]

[Phone Number]

[Email Address]