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

[Date]

[Name of Contact Person/Agency Official]
[Name of Government Agency]
[Agency Address]
[City, State, Zip Code]

RE: Objection to Subpoena [Subpoena Number/Reference Number]

To [Name of Contact Person or Agency],

This letter serves as a formal objection by [Your Name/Company Name] to the subpoena issued by [Agency Name] dated [Date of Subpoena], which requests the production of [briefly describe documents requested].

[Your Name/Company Name] objects to the subpoena on the grounds that it is overbroad, unduly burdensome, and seeks information that is not relevant to the agency's investigation. Specifically:

- **Overbreadth:** The request for [mention specific category] is not limited by time or scope and seeks documents far beyond the subject matter of the inquiry.
- **Undue Burden:** Complying with the request as written would require an exhaustive search of [mention systems or archives], causing unreasonable disruption and expense.
- **Relevance:** The requested information regarding [mention specific topic] has no apparent connection to the legal or regulatory matter at hand.

In light of these objections, [Your Name/Company Name] will not produce the requested documents at this time. However, we are willing to meet and confer in good faith to discuss narrowing the scope of the subpoena to more reasonable and relevant parameters.

Please contact me at [Phone Number] or [Email Address] to discuss this matter further.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]