

[Date]

[Recipient Name]

[Legal Department / Custodian of Records]

[Company Name]

[Company Address]

RE: Subpoena for Production of Audio and Voicemail Records

Case Name: [Case Name]

Case Number: [Case Number]

Dear Custodian of Records,

Enclosed please find a subpoena for the production of audio and voicemail records related to [Account Name / Phone Number / User ID] for the period of [Start Date] to [End Date].

Specifically, we are requesting the following materials in their original digital format:

- All recorded voicemail messages associated with the account.
- All audio recordings of calls, including metadata (time, date, and duration).
- Transcripts of any audio or voicemail recordings, if available.
- Logs of deleted audio files or voicemails within the specified timeframe.

Please provide these records in [Preferred Format, e.g., MP3, WAV, or Secure Download Link]. If any portion of the requested records is unavailable or has been destroyed, please provide a written explanation and any applicable retention policies.

Please deliver the responsive documents by [Due Date] to the following address:

[Your Name/Firm Name]

[Mailing Address]

[Email Address]

Should you have any questions regarding the scope of this request or the technical requirements for production, please contact me directly at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Firm]