

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Opposing Counsel Name]

[Firm Name]

[Address]

[City, State, Zip Code]

RE: [Case Name/Matter Number]

Subject: Notice of Subpoena Issuance and Discovery Progress Update

Dear [Recipient Name],

In accordance with the discovery schedule and the rules of civil procedure, please be advised that we have issued subpoenas to the following third parties as part of the ongoing discovery phase in the above-referenced matter:

- **[Third Party Name 1]:** Subpoena for [Documents/Deposition], issued on [Date].
- **[Third Party Name 2]:** Subpoena for [Documents/Deposition], issued on [Date].

Copies of the issued subpoenas are attached to this correspondence for your records. We are currently awaiting confirmation of service and the production of the requested materials.

Regarding general discovery progress, we are continuing to review the documents produced by your client on [Date] and expect to serve our supplemental responses to your interrogatories by [Date].

If you have any questions regarding the scope of these subpoenas or wish to discuss a protective order regarding any anticipated production, please contact my office.

Sincerely,

[Your Signature]

[Your Printed Name]