

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name/Registered Agent]

[Third-Party Entity Name]

[Address]

[City, State, Zip Code]

Re: [Case Caption/Style of Case]

Court/Case Number: [Case Number]

Subject: Discovery Phase Update Regarding Subpoena Dated [Date of Original Subpoena]

Dear [Contact Person Name or Records Custodian],

Our office represents the [Plaintiff/Defendant] in the above-referenced matter. This letter serves as a formal update regarding the status of the discovery phase and the subpoena duces tecum served upon [Third-Party Entity Name] on [Date of Service].

[Select Applicable Option Below]

Option 1: Extension of Deadlines

Pursuant to recent developments in the litigation, the deadline for your production of the requested documents has been extended to [New Date]. Please ensure all responsive materials are delivered to our office by this date.

Option 2: Status of Production Review

We acknowledge receipt of the documents provided on [Date]. We are currently in the process of reviewing the production. At this time, we [have/have not] identified deficiencies. We will notify you if further clarification or supplemental production is required.

Option 3: Stay of Discovery

Please be advised that the court has issued a temporary stay of discovery in this matter. You are requested to preserve all responsive documents, but please cease further collection or delivery efforts until further notice from this office.

Option 4: Conclusion of Discovery

The discovery phase involving your entity is now concluded. We appreciate your cooperation in this matter. You may now close your file regarding this subpoena.

If you have any questions regarding this update or your obligations under the subpoena, please contact [Name] at [Phone Number].

Sincerely,

[Signature]

[Printed Name]

[Title]