

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Re: [Case Name]
Court Case No.: [Case Number]

Dear [Recipient Name],

Enclosed please find a Subpoena Duces Tecum and Ad Testificandum served upon you in connection with the above-referenced matter.

The subpoena requires your appearance for a deposition on [Date] at [Time]. The deposition will be held at the following location: [Address/Remote Link Details].

Additionally, you are required to produce the documents listed in Exhibit A of the subpoena by [Due Date for Documents].

Please confirm your receipt of these documents and your availability for the scheduled deposition date. If you are represented by legal counsel, please have your attorney contact my office immediately.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Law Firm Name]
[Phone Number]
[Email Address]