

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Witness Name]

[Witness Address]

[City, State, Zip Code]

RE: [Case Name/Caption]

Court Case No.: [Case Number]

Dear [Witness Name],

Enclosed please find a Subpoena compelling your attendance to testify in the above-referenced matter. Please take note of the following scheduled appearance details:

- **Type of Proceeding:** [Deposition / Trial / Hearing]
- **Date:** [Date of Appearance]
- **Time:** [Start Time]
- **Location:** [Address and Room Number]

Scheduling Status:

At this time, the proceeding is [confirmed/tentatively scheduled]. Please be advised that court schedules are subject to change. Our office will contact you via [phone/email] at least 24 hours in advance to confirm if your attendance is still required or if there has been a delay in the proceedings.

If you have a pre-existing conflict with the date listed above, or if you require any special accommodations, please contact our office immediately at [Phone Number].

Thank you for your cooperation in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title]

Enclosure: Subpoena