

[Your Name/Law Firm Name]

[Address Line 1]

[Address Line 2]

[Phone Number]

[Email Address]

[Date]

[Recipient Name/Process Server Name]

[Address Line 1]

[Address Line 2]

RE: Service of Subpoena

Case Name: [Case Name]

Case Number: [Court Case Number]

Dear [Recipient Name],

Enclosed please find an original and one copy of a Subpoena [Duces Tecum / Ad Testificandum] issued in the above-referenced matter.

We kindly request that you serve this Subpoena upon the following individual/entity:

Witness Name: [Witness Name]

Service Address: [Full Address for Service]

Once service has been successfully completed, please return the executed Affidavit of Service to our office at the address listed above. If you are unable to effectuate service after multiple attempts, please contact us immediately for further instructions.

Enclosed is a check in the amount of \$[Amount] covering the required service fees [and witness/mileage fees, if applicable].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures:

1. Original Subpoena
2. Copy of Subpoena
3. Check for Service Fees