

[Attorney/Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

[Date]

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

RE: Status Update - Issuance of Subpoena(s)

Case Name: [Case Name]
Matter Number: [Matter Number]

Dear [Client Name],

This letter is to inform you of the current status regarding the subpoenas issued in your ongoing legal matter. To ensure we obtain all necessary evidence, our office has requested records from the following parties:

- **Subpoena Recipient:** [Name of Person/Entity]
Date Issued: [Date]
Status: [Pending/Served/Records Received]
- **Subpoena Recipient:** [Name of Person/Entity]
Date Issued: [Date]
Status: [Pending/Served/Records Received]

Once the requested documents or testimonies are received, our legal team will review them thoroughly to determine their impact on your case strategy. Please be aware that third parties typically have [Number] days to respond once served.

We will continue to monitor these requests and will notify you of any significant developments or if further action is required on your part.

If you have any questions regarding these updates, please contact our office at [Phone Number].

Sincerely,

[Attorney Name]
[Law Firm Name]