

[Your Name/Organization Name]
[Legal Department/Compliance Office]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Requesting Attorney/Agency Name]
[Firm/Organization Name]
[Address]
[City, State, Zip Code]

RE: Notice of Pending Compliance Status

Subpoena Issued On: [Date of Subpoena]
Case Name: [Case Name/Caption]
Case Number: [Court Case Number]
Reference/Internal Number: [Your Reference Number]

Dear [Name of Contact Person],

This letter is to provide a status update regarding the subpoena served on [Date of Service] requesting [briefly describe records, e.g., employment records/financial statements] pertaining to [Name of Subject].

Please be advised that your request is currently being processed. We are working diligently to gather the responsive documents; however, compliance is still pending due to the following reason(s):

- [Reason 1: e.g., Large volume of responsive records]
- [Reason 2: e.g., Records archived in off-site storage]
- [Reason 3: e.g., Current review for privileged or protected information]

We anticipate that the production of documents will be completed on or before [Anticipated Completion Date]. We will notify you immediately if this timeline changes or if we require further clarification regarding the scope of your request.

Thank you for your patience and cooperation in this matter. Should you have any questions, please contact [Name of Contact] at [Phone Number].

Sincerely,

[Signature]
[Printed Name]
[Title]