

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

[City, State, Zip Code]

**RE: Subpoena for Documents/Testimony - [Case Name and Docket Number]**

Dear [Recipient Name],

Our office represents [Party Name] in the above-referenced legal matter. Enclosed please find a subpoena requiring the production of certain records and/or testimony. To ensure proper compliance, please follow these instructions:

- 1. Production Deadline:** All requested materials must be delivered to our office no later than [Time] on [Date].
- 2. Scope of Production:** Please provide all documents, electronically stored information (ESI), and materials identified in the "Schedule A" or "Attachment" section of the subpoena. This includes, but is not limited to, emails, internal memos, financial records, and metadata.
- 3. Format of Records:** Please provide electronic files in their native format (e.g., .xlsx, .msg) or as searchable PDF files. If providing physical copies, please ensure they are organized and labeled according to the request numbers.
- 4. Declaration of Authenticity:** Please complete and sign the enclosed "Business Records Affidavit" or "Declaration of Custodian of Records" to certify that the documents provided are true and correct copies of records maintained in the ordinary course of business.
- 5. Privilege Log:** If you withhold any documents based on a claim of attorney-client privilege or work-product protection, you must provide a privilege log identifying the date, author, recipient, and the specific basis for withholding each document.
- 6. Preservation:** You are instructed to take immediate steps to preserve all potentially relevant evidence, including suspending any automated deletion or shredding policies related to these materials.

Please acknowledge receipt of this letter and the enclosed subpoena. If you have any questions regarding the scope of the requests or the logistics of production, please contact [Attorney Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Law Firm/Company]

[Your Phone Number]

Enclosures: Subpoena, Schedule of Records, Declaration Form