

[Your Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Title/Custodian of Records]
[Company Name]
[Address Line 1]
[Address Line 2]

Re: Subpoena for Production of Documents

Case Title: [Case Name / Style]

Case Number: [Court Case Number]

Date Subpoena Served: [Date of Service]

Dear [Recipient Name],

This letter is to inquire regarding the status of your compliance with the subpoena duces tecum served upon you on [Date of Service], which requested the production of certain records and/or tangible things by [Original Due Date].

As of the date of this letter, our office has [select one: not received any responsive documents / only received a partial production] regarding this matter. Specifically, the following items remain outstanding:

- [Description of missing document/category 1]
- [Description of missing document/category 2]

Please provide a written update regarding the status of your production by [New Deadline Date]. If the documents have already been sent, please provide a tracking number or confirmation of the delivery method used.

If you are experiencing technical difficulties or require a reasonable extension of time to complete the gathering of these records, please contact my office immediately at [Phone Number] so that we may discuss a mutually agreeable production schedule.

Failure to comply with this subpoena or provide a status update may result in further legal action, including the filing of a Motion to Compel or a request for a Contempt Citation with the Court.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]
[Typed Name]
[Title]