

**URGENT: FORMAL NOTICE OF NON-COMPLIANCE**

Date: [Insert Date]

[Recipient Name]  
[Recipient Company/Organization]  
[Recipient Address]  
[City, State, Zip Code]

**RE: Notice of Overdue Subpoena Compliance - [Case Name/Number]**

Dear [Recipient Name],

This letter serves as a formal warning regarding your failure to comply with the subpoena served upon you on [Date Subpoena Was Served]. The deadline for the production of the requested [documents/testimony] was [Original Due Date].

As of the date of this letter, we have not received the required materials, nor have we received a formal objection or a request for an extension. Your failure to respond constitutes non-compliance with a legally binding court order.

Please be advised that if the requested items are not delivered to our office by [New Final Deadline Date/Time], we will be forced to seek judicial intervention. This may include, but is not limited to, filing a **Motion to Compel** and requesting that the court hold you in **Contempt of Court**. Such actions may result in monetary sanctions, payment of our legal fees, or other penalties as determined by the court.

Please deliver the responsive documents immediately to:

[Your Name/Law Firm Name]  
[Delivery Address]  
[Email Address for Electronic Production]

If you have already dispatched the materials, or if there is an immediate issue preventing your compliance, contact my office at [Phone Number] immediately.

Govern yourself accordingly.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title/Company]