

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Company/Agency]

[Recipient Address]

[City, State, Zip Code]

**RE: Notice of Deficient Subpoena Compliance**

**Case Name:** [Case Name]

**Case Number:** [Case Number]

**Subpoena Date:** [Date Subpoena was Served]

Dear [Recipient Name],

This letter serves as formal notice that your response to the subpoena issued on [Date Subpoena was Served] is deficient. Upon review of the materials produced on [Date of Production], we have identified the following omissions or errors:

- [Description of missing document/category 1]
- [Description of missing document/category 2]
- [Description of illegible or incomplete records]
- [Failure to provide a privilege log for withheld items]

Pursuant to [Relevant Civil Procedure Rule], you are required to produce all responsive documents in your possession, custody, or control. The current production does not satisfy your legal obligations.

Please provide the missing documents or a corrected response no later than [Deadline Date]. If we do not receive the complete production or a satisfactory explanation by this date, we will be forced to seek judicial intervention, including a Motion to Compel and a request for associated legal fees and sanctions.

Please contact my office at [Phone Number] if you wish to discuss this matter further.

Sincerely,

[Your Signature]

[Your Printed Name]