

[Date]

[Name of Issuing Attorney/Party]

[Law Firm/Agency Name]

[Address]

[City, State, Zip Code]

Re: [Case Name/Caption]

Court/Case Number: [Case Number]

Subpoena Recipient: [Name of Individual or Company]

Dear [Name of Attorney/Contact],

This letter confirms the agreement reached between [Your Name/Company Name] and your office on [Date of Conversation] regarding the subpoena duces tecum served on [Date Subpoena was Received].

Per our discussion, it has been mutually agreed that the deadline for [Your Name/Company Name] to produce the requested documents and/or provide testimony has been extended from [Original Deadline Date] to [New Agreed Deadline Date].

In exchange for this extension, [Your Name/Company Name] agrees to:

- Produce all non-privileged responsive documents by the new deadline.
- [Optional: Provide a rolling production of documents as they become available.]

Please acknowledge your agreement to this extension by signing in the space provided below and returning a copy of this letter via [Email/Fax/Mail].

Thank you for your cooperation in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Organization]

AGREED AND ACCEPTED:

[Name of Issuing Attorney/Party]

Date: _____