

[Your Name/Law Firm]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Opposing Counsel Name]

[Law Firm Name]

[Address]

[City, State, Zip Code]

Re: [Case Name]

Case No.: [Court Case Number]

Dear [Opposing Counsel Name],

I am writing to provide a status update regarding the subpoena(s) issued in the above-referenced matter.

As of this date, the status of the following subpoena(s) is as follows:

- **Recipient:** [Name of Entity/Individual]
- **Date Served:** [Date]
- **Production Deadline:** [Date]
- **Current Status:** [e.g., Records Received / Pending / Extension Granted until Date]

[Optional: Enclosed please find a copy of the documents received in response to the subpoena dated (Date). / We will provide copies of the responsive documents once they are processed.]

If you have any questions regarding the status of these requests, please contact my office.

Sincerely,

[Your Signature]

[Your Printed Name]