

URGENT LEGAL MATTER: NOTICE OF NON-COMPLIANCE AND INTENT TO FILE MOTION TO COMPEL

Date: [Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Re: [Case Name / Case Number]

Dear [Recipient Name],

On [Date Subpoena Served], you were served with a subpoena duces tecum requiring the production of documents and/or appearance for testimony by [Original Due Date].

As of the date of this letter, our office has not received the requested materials nor have we received any communication regarding your failure to comply. Your failure to respond constitutes a violation of [State/Federal] Rules of Civil Procedure.

This letter serves as a formal final demand for your full compliance. Please provide all requested documents and information no later than [New Deadline Date/Time].

If you fail to comply by the aforementioned deadline, we will have no choice but to file a **Motion to Compel** and/or a **Motion for Contempt** with the Court. We will seek all available legal remedies, including but not limited to:

- A court order mandating immediate compliance;
- Recovery of attorney's fees and legal costs incurred in bringing the motion;
- Monetary sanctions imposed by the Court.

Please govern yourself accordingly. We look forward to receiving the requested production immediately to avoid further litigation on this discovery matter.

Sincerely,

[Your Name/Signature]
[Your Law Firm/Company]
[Your Phone Number]
[Your Email Address]