

[Date]

[Recipient Name]

[Recipient Title]

[Law Firm or Agency Name]

[Address Line 1]

[City, State, Zip Code]

RE: Final Compliance Status - Subpoena for [Case Name/Reference Number]

Dear [Recipient Name],

This letter serves as formal notification regarding the status of compliance with the subpoena dated [Original Subpoena Date] issued to [Company/Individual Name].

Please be advised that as of [Date], [Company/Individual Name] has completed its search and production of responsive materials. Below is the final status of the requested items:

- **Production Status:** Final production delivered via [Method: e.g., Secure Portal, Encrypted Drive, Email].
- **Total Volume:** [Number] pages / [Size] GB of data.
- **Exclusions:** [List any categories of documents withheld for privilege or "None"].

With this final delivery, [Company/Individual Name] considers its obligations under the aforementioned subpoena to be fully satisfied. No further documents or records are being searched for or processed at this time.

Should you have any questions regarding the production or require a certification of records, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Full Name]

[Title]