

[Date]

[Recipient Name]

[Recipient Title]

[Law Firm or Agency Name]

[Address Line 1]

[Address Line 2]

RE: Acknowledgment of Production - [Case Name/Reference Number]

Dear [Recipient Name],

This letter serves as formal acknowledgment that [Your Company Name] has received the documents and/or electronically stored information (ESI) provided in response to the subpoena dated [Date of Subpoena].

We confirm receipt of the following materials on [Date Received]:

- [Description of Item 1 / Folder Name]
- [Description of Item 2 / Database Export]
- [Description of Item 3 / Hard Copy Pages]

Based on our initial review, the production appears to be complete and in compliance with the requests set forth in the subpoena. We consider this matter closed regarding the production of documents, subject to any further court orders or supplemental requests.

Thank you for your cooperation and timely delivery.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Organization]