

[Your Name/Organization Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Issuing Agency/Law Firm Name]
[Address]
[City, State, Zip Code]

Re: Update on Subpoena Compliance - [Case Name/Number]

Dear [Recipient Name],

I am writing to provide an update regarding our progress in complying with the subpoena served on [Date of Original Service].

As previously discussed and agreed upon on [Date of Extension Agreement], the current extended deadline for production is [Current Deadline Date]. Since our last communication, we have completed the following steps:

- [Task completed, e.g., Identification of relevant electronic records]
- [Task completed, e.g., Initial review of physical files]

Despite our diligent efforts, we have encountered [briefly mention reason for update, e.g., a larger volume of data than anticipated / technical delays in retrieval]. To ensure a complete and accurate response, we estimate that the remaining production will be finalized by [New Proposed Completion Date].

We intend to produce the records in installments, with the first set of documents being delivered to you no later than [Date].

Thank you for your continued patience and cooperation. Please contact me at [Phone Number] or [Email] if you have any questions regarding this update.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]