DATE: [Date]

TO: [Name of Process Server/Agency]
[Address]
[City, State, Zip Code]

RE: Service of Out-of-State Deposition Subpoena
Case Name: [Case Name]
Court of Origin: [Original State Court and Case Number]
Deponent: [Name of Witness to be Served]

Dear Process Server,

Enclosed please find the following documents for service upon the witness named below:

- Original and copy of the Issued Subpoena (under the authority of [Foreign State] UIDDA/Local Statute)
- Notice of Deposition
- Witness Fee Check in the amount of $[Amount]

INSTRUCTIONS:

1. WITNESS TO BE SERVED:
Name: [Witness Name]
Address: [Full Service Address]
Best Time for Service: [Specify if known, or "General Business Hours"]

2. TYPE OF SERVICE:
Please effectuate [Personal/Substitute] service in accordance with the laws of the State of [State where service is occurring].

3. DEADLINE:
Service must be completed no later than [Date] to comply with statutory notice requirements for the deposition scheduled on [Deposition Date].

4. PROOF OF SERVICE:
Upon completion of service, please provide a notarized Affidavit/Proof of Service. Please email a scanned copy to [Email Address] and mail the original to our office at the letterhead address.

5. NON-SERVICE:
If you are unable to effectuate service after three attempts, please contact our office immediately for further instructions.

Please confirm receipt of these documents and provide an estimate of your fees.

Sincerely,

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