DATE: [Date]

TO:
[Process Serving Company Name]
[Address]
[City, State, Zip Code]

RE: INSTRUCTIONS FOR SERVICE OF SUBPOENA DUCES TECUM

Case Name: [Case Name]
Case Number: [Court Case Number]
Court: [Name of Court]

Dear Process Server,

Please find enclosed the following documents for immediate service:

- One (1) Original Subpoena Duces Tecum
- One (1) Copy of the Subpoena for the Witness
- [Optional: Witness Fee Check in the amount of $_____]

PARTY TO BE SERVED:
Name: [Name of Individual or Custodian of Records]
Entity: [Name of Business/Organization, if applicable]
Address: [Full Address for Service]
Best Times for Service: [Specify times if known]

SPECIAL INSTRUCTIONS:
[e.g., Personal service required / Substitute service allowed / Rush service requested]

Upon completion of service, please execute the Proof of Service/Affidavit of Service and return the original to our office at the address listed below. If you are unable to effectuate service after [Number] attempts, please contact us immediately for further instructions.

Please send your invoice for services rendered to [Email Address or Physical Address].

Thank you for your assistance.

Sincerely,

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