[Date]

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

RE: Letter of Instruction for Service of Out-of-State Subpoena

Dear [Contact Name],

Our office represents the [Plaintiff/Defendant] in the matter of *[Case Name]*, currently pending in the [Originating Court Name] in [State], Case No. [Case Number].

Enclosed please find the following documents for service upon [Witness Name]:

- [Foreign Subpoena from Originating State]
- [Issued Subpoena from Local State Court]
- [Notice of Deposition]
- [Check for Witness/Mileage Fees]

Witness Information:
Name: [Witness Name]
Address: [Home/Work Address]
Best Times for Service: [Details]

Instructions:

1. Please serve the witness personally with the enclosed documents.
2. Provide the witness with the enclosed check for witness and mileage fees at the time of service.
3. Upon successful service, please complete the Affidavit/Proof of Service and return it to our office via [Email/Mail].
4. If you are unable to effectuate service after [Number] attempts, please contact our office immediately.

The deposition is currently scheduled for [Date] at [Time]. Therefore, we request that service be completed no later than [Date].

Please acknowledge receipt of these instructions and provide us with an invoice for your services.

Sincerely,

[Your Name]
[Law Firm Name]

[Phone Number]
[Email Address]