

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Local Counsel Name]

[Local Counsel Law Firm]

[Local Counsel Address]

[City, State, Zip Code]

RE: Request for Issuance of Subpoena for [Witness/Entity Name]

Case Title: [Case Name]

Case Number: [Case Number]

Trial Court: [Originating Court Name and State]

Dear [Local Counsel Name],

Our firm represents [Plaintiff/Defendant Name] in the above-referenced matter currently pending in [Originating State]. We have identified a witness located in your jurisdiction, [Witness Name], who possesses documents and/or information relevant to this litigation.

Pursuant to the [Uniform Interstate Depositions and Discovery Act / Applicable State Statute], we are requesting your assistance in having a local subpoena issued by the [Local County/District] Court. Please find enclosed the following documents:

- The subpoena issued by the [Originating Court] dated [Date];
- A draft of the local [State] subpoena for [Production of Documents / Deposition];
- The required filing fee in the amount of \$[Amount];
- [Any other state-specific required forms].

Upon receipt of the issued subpoena from the court, please arrange for formal service of process upon the witness at the following address:

[Witness Name]

[Witness Street Address]

[Witness City, State, Zip Code]

Please provide us with the Affidavit of Service once service has been completed. If you require any additional information or have questions regarding local rules or procedures, please contact me directly at [Your Phone Number].

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Law Firm]