

DATE: [Date]

TO:

[Local Counsel Name]

[Law Firm Name]

[Address]

[City, State, Zip]

RE: [Case Name / Case Number / Matter Description]

Dear [Local Counsel Name],

We represent [Client Name] in the above-referenced matter currently pending in the [Court Name]. We are writing to formally retain your services as local counsel to assist with the issuance and service of a third-party subpoena in your jurisdiction.

1. Matter Details

The target of this discovery is [Third-Party Name], located at [Address]. We seek [documents / testimony / both] relevant to [brief description of relevance].

2. Scope of Work

We request that you perform the following tasks:

- Review the enclosed draft subpoena for compliance with local rules and statutes (including the Uniform Interstate Depositions and Discovery Act, if applicable).
- Finalize and issue the subpoena under your local signature or through the local clerk of court.
- Coordinate formal service of process upon the witness.
- Provide us with the completed proof of service for our records.
- Notify us immediately of any objections or motions to quash filed by the witness.

3. Deadlines

The requested return date for the subpoena is [Date]. We would like the subpoena served no later than [Date].

4. Enclosures

Please find attached:

- Draft Subpoena (Form [Number])
- The underlying Notice of Deposition/Discovery
- The Commission or Letter Rogatory (if required)

5. Fees and Billing

Please send your engagement letter and fee schedule to [Name] at [Email Address]. All invoices should be addressed to [Client Name or Lead Firm Name] and sent monthly.

Please acknowledge receipt of this letter and confirm your ability to assist with this matter.

Sincerely,

[Your Name]

[Your Law Firm]

[Your Phone Number]

[Your Email]