

[Date]

[Local Counsel Name]

[Law Firm Name]

[Address]

[City, State, Zip Code]

**RE: Subpoena Issuance Procedures - [Case Name/Matter Number]**

Dear [Local Counsel Name],

We are writing to formally engage your assistance in the issuance and service of a subpoena in [Jurisdiction]. We represent [Client Name] in the above-referenced matter currently pending in [Originating Court].

To ensure compliance with local rules and the Uniform Interstate Depositions and Discovery Act (UIDDA), please follow the procedures outlined below:

- **Subpoena Documents:** Attached please find the [Deposition/Records] subpoena issued by the court of record.
- **Local Issuance:** Please prepare the corresponding local subpoena forms required by [Local Court Name].
- **Service of Process:** Once issued, please coordinate with a licensed process server to serve the following entity/individual:
  - [Witness Name]
  - [Witness Address]
- **Deadlines:** The requested date for [Compliance/Appearance] is [Date]. Please ensure service is completed no later than [Service Deadline Date].
- **Fees:** Please advise on the necessary witness fees and filing costs so that we may provide a check or authorize payment.

Once service has been effectuated, please provide us with a file-stamped copy of the local subpoena and the executed Affidavit of Service.

Thank you for your assistance. Please contact me at [Phone Number] or [Email Address] if you require any further information.

Sincerely,

[Your Name]

[Your Law Firm]

[Your Contact Information]