

[Date]

[Local Counsel Name]  
[Law Firm Name]  
[Address Line 1]  
[City, State, Zip Code]

RE: [Case Name / Matter Name]  
Court: [Original Jurisdiction Court Name]  
Case No.: [Original Case Number]

Dear [Local Counsel Name],

Enclosed please find the documents necessary to initiate the issuance and service of a subpoena in your jurisdiction regarding the above-referenced matter.

Specifically, we have enclosed the following:

- A certified copy of the [Subpoena/Commission/Order] issued by the [Originating Court];
- A draft of the local subpoena to be issued by the [Local Court Name];
- A check in the amount of \$[Amount] for the required filing fees; and
- Information regarding the witness/entity to be served: [Name and Address].

We request that you proceed with obtaining the formal authorization/issuance from the local court and arrange for service of process via [Process Server/Sheriff]. Please provide us with a file-stamped copy of the issued subpoena and, subsequently, the affidavit of service once completed.

The deposition/production date is currently scheduled for [Date]. Therefore, we would appreciate your prompt attention to this filing.

Should you have any questions or require further documentation, please do not hesitate to contact me at [Phone Number] or [Email Address].

Thank you for your assistance in this matter.

Sincerely,

[Your Name]  
[Your Law Firm]  
[Your Contact Information]