

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name/Agent for Service]

[Third-Party Entity Name]

[Address]

[City, State, Zip Code]

RE: [Case Name and Case Number]

Subject: Meet and Confer Regarding Non-Compliance with Subpoena Duces Tecum

Dear [Recipient Name],

I am writing to meet and confer in a good faith effort to resolve the outstanding issues regarding the Subpoena Duces Tecum served upon [Third-Party Entity Name] on [Date of Service].

To date, your response is deficient for the following reasons:

- **Failure to Produce:** No documents have been received despite the production deadline of [Deadline Date].
- **Incomplete Production:** Documents were omitted for Request Nos. [List Numbers].
- **Improper Objections:** The objections raised regarding [Briefly Mention Objection Type, e.g., overbreadth or privilege] are without merit because [Brief Reason].
- **Missing Privilege Log:** You have withheld documents based on privilege but failed to provide a privilege log as required by law.

Please consider this letter a formal demand for complete compliance with the subpoena. We require the responsive documents and/or a legally sufficient privilege log to be delivered to our office no later than [Date/Time].

If we do not receive the requested materials by the aforementioned date, we will be forced to file a Motion to Compel compliance and seek all available sanctions, including attorney's fees and costs incurred in bringing the motion.

We remain available to discuss this matter via telephone at [Phone Number] if you wish to resolve this without court intervention.

Sincerely,

[Your Signature]

[Your Printed Name]
Counsel for [Plaintiff/Defendant]