

[Your Name/Law Firm Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Title/Organization]
[Address]
[City, State, Zip Code]

RE: FINAL MEET AND CONFER REGARDING SUBPOENA DUCES TECUM

Case Name: [Case Name]

Case Number: [Case Number]

Dear [Recipient Name],

This letter serves as a final attempt to meet and confer in good faith regarding your failure to comply with the Subpoena Duces Tecum served upon you on [Date of Service].

To date, you have [Select one: failed to provide any response / provided incomplete responses / provided deficient documents] which were due on [Original Due Date]. Specifically, the following items remain outstanding:

- [Item 1: Description of missing document/information]
- [Item 2: Description of missing document/information]
- [Item 3: Description of missing document/information]

Despite previous correspondence dated [Date of previous letter(s)], we have not received the required production or a valid legal objection for the withholding of these materials. Please be advised that the requested information is relevant to the pending litigation and is discoverable under [State/Federal] Rule of Civil Procedure [Rule Number].

We remain willing to discuss any reasonable concerns regarding the scope of the subpoena or a brief extension, provided there is a clear commitment to produce the documents. However, if we do not receive the requested documents or a satisfactory response by [Date/Time], we will have no alternative but to file a Motion to Compel Compliance and request an order for sanctions and attorney's fees incurred in bringing the motion.

Please contact me immediately at [Your Phone Number] if you wish to discuss this matter further before we seek judicial intervention.

Sincerely,

[Your Signature]

[Your Printed Name]
Counsel for [Client Name]