[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

RE: Notice of Subpoena Received - [Case Name/Reference Number]

Dear [Client Name],

We are writing to formally notify you that our office has received a subpoena issued by [Name of Issuing Party/Court] requesting [documents/records/testimony] related to your legal matter.

The subpoena requires the production of the following information by [Due Date]:

- [Description of requested Item 1]
- [Description of requested Item 2]

Under our professional obligations, we must comply with valid legal orders unless a court orders otherwise. We are currently reviewing the subpoena to determine if any of the requested materials are protected by attorney-client privilege or the work-product doctrine.

If you wish to object to the production of these records or move to "quash" the subpoena, please contact us immediately. If we do not hear from you or receive instructions to challenge the subpoena by [Deadline Date], we will proceed with the production of the requested materials as required by law.

Please contact our office at your earliest convenience to discuss this matter further.

Sincerely,

[Your Name/Firm Name]
[Your Phone Number]
[Your Email Address]