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

[Date]

[Opposing Counsel Name]
[Opposing Law Firm Name]
[Address]
[City, State, Zip Code]

**RE: [Case Name]**
**Case Number: [Case Number]**

Dear [Opposing Counsel Last Name],

Pursuant to [State/Federal] Rule of Civil Procedure [Rule Number], please find enclosed a copy of the Subpoena Duces Tecum issued to [Name of Non-Party Witness] in the above-referenced matter.

The subpoena requests the production of documents and/or electronically stored information as described in the attached schedule. The date for production is set for [Date] at [Time].

If you wish to receive copies of any documents produced in response to this subpoena, please notify our office in writing. We will provide copies to you upon payment of the reasonable costs of duplication.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: Subpoena to [Name of Witness]