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

[Date]

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

Re: [Case Name/Caption]
Case Number: [Case Number]
Court: [Court Name]

NOTICE OF SUBPOENA DUCES TECUM

To: [Name of Party or Attorney of Record]

PLEASE TAKE NOTICE that, pursuant to [Applicable Rule of Civil Procedure, e.g., Rule 45], a Subpoena Duces Tecum has been issued in the above-referenced matter to [Name of Person or Entity being Subpoenaed].

The subpoena commands the recipient to produce the documents, electronically stored information, or tangible things listed in the attached schedule at the following location, date, and time:

Location: [Production Location/Address]
Date: [Date of Production]
Time: [Time of Production]

A copy of the Subpoena Duces Tecum is attached to this notice.

Respectfully submitted,

[Signature]

[Printed Name]
Counsel for [Plaintiff/Defendant]

CERTIFICATE OF SERVICE

I hereby certify that a true and correct copy of this Notice was served upon all counsel of record via [Method of Service, e.g., Electronic Mail/U.S. Mail] on this [Day] day of [Month], [Year].