NOTICE OF SUBPOENA

Date: [Date]

To: [Witness Name]
[Witness Address]
[City, State, Zip Code]

RE: [Case Name/Caption]
Court Case No.: [Case Number]

Dear [Witness Name],

PLEASE TAKE NOTICE that, pursuant to the rules of the [Name of Court], a Subpoena has been issued to you in connection with the above-referenced legal matter.

Enclosed please find a copy of the Subpoena which requires you to:

- [ ] Appear to testify at a deposition on [Date] at [Time] at the following location: [Location Address].
- [ ] Produce the documents or electronically stored information listed in the attached schedule by [Date] to [Delivery Address].
- [ ] Appear to testify at trial/hearing on [Date] at [Time] at [Court Address/Courtroom].

If you are represented by legal counsel, please provide this notice and the attached subpoena to your attorney immediately.

If you have any questions regarding the scope of this request or the logistics of your appearance/production, please contact the undersigned attorney.

Sincerely,

[Signature]
[Printed Name]
[Law Firm Name]
[Phone Number]
[Email Address]

cc: [Opposing Counsel Name/All Parties of Record]