[Date]

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

RE: Notice of Subpoena for Financial Records

Dear [Customer Name],

Please be advised that [Financial Institution Name] has received a legal subpoena issued by [Issuing Agency/Court/Attorney Name] requesting the production of records pertaining to your account(s) numbered [Account Number(s)].

The subpoena requests the following information: [Brief Description of Records, e.g., monthly statements, wire transfers, or check copies] for the period of [Start Date] to [End Date].

Under applicable law, the bank is required to comply with this subpoena unless we receive a formal legal objection or a court order to quash the subpoena. If you intend to challenge this request, you must file the appropriate legal motion with the court and provide a file-stamped copy of such motion to this office no later than [Deadline Date].

Unless we are served with legal documentation preventing us from doing so, we will produce the requested records to the seeking party on or after [Production Date].

If you have any questions regarding the underlying legal matter, please contact the issuing party directly at [Issuing Party Phone Number/Contact Info].

Sincerely,

[Authorized Signatory Name]
[Title]
[Financial Institution Name]