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

[Date]

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

RE: Notice of Subpoena for Deposition
Case Name: [Case Name]
Case Number: [Case Number]
Court: [Court Name]

Dear [Recipient Name],

Enclosed please find a Subpoena for Deposition commanding your appearance to provide testimony in the above-referenced matter.

The deposition is scheduled to take place at the following date, time, and location:

Date: [Date of Deposition]
Time: [Time of Deposition]
Location: [Physical Address or Virtual Link Information]

Please note that this deposition will be recorded by a certified shorthand reporter and may also be recorded via [Video/Audio] for use in court proceedings. [Optional: You are further required to bring the documents or items listed in the attached Schedule A to the deposition.]

Failure to comply with this subpoena may result in legal penalties as determined by the court. If you have any questions or if there is a conflict with the scheduled date, please contact our office immediately at [Phone Number].

Sincerely,

[Signature]

[Printed Name]
[Title/Firm Name]

Enclosure: Subpoena for Deposition [and Schedule A]