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

[Date]

[Name of Requesting Attorney/Party]
[Law Firm/Agency Name]
[Address]
[City, State, Zip Code]

RE: Notice of Compliance with Subpoena
Case Name: [Case Name]
Case Number: [Court Case Number]

Dear [Name of Recipient],

This letter serves as formal notice that [Your Name/Company Name] has complied with the subpoena duces tecum issued on [Date Subpoena was Received].

Enclosed please find the following materials as requested in the subpoena:

- [Description of Document/Record 1]
- [Description of Document/Record 2]
- [Description of Document/Record 3]

The enclosed records represent all responsive materials currently in our possession, custody, or control. [Optional: Certain information has been redacted to protect privileged or confidential third-party information unrelated to this matter.]

Please acknowledge receipt of these documents by signing and returning the enclosed copy of this letter or by providing a written confirmation via email.

If you have any questions regarding this production, please contact me directly at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]