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

[Date]

[Name of Opposing Attorney/Party]
[Law Firm Name, if applicable]
[Address]
[City, State, Zip Code]

Re: [Case Name]
Case No.: [Court Case Number]
Subpoena Dated: [Date on Subpoena]

Dear [Name of Attorney or Party],

Please be advised that [Your Name/Company Name] objects to the subpoena duces tecum served on [Date of Service]. This notice is provided pursuant to [State/Federal] Rule of Civil Procedure [Insert Rule Number, e.g., 45].

The objections are based on the following grounds:

- The subpoena fails to allow reasonable time for compliance.
- The subpoena requires disclosure of privileged or other protected matter.
- The subpoena subjects the respondent to undue burden and expense.
- The requests are overbroad and seek information that is not relevant to the subject matter of the pending action.
- [Insert any additional specific objections here].

Accordingly, [Your Name/Company Name] will not produce the requested documents or attend the deposition until these objections are resolved or a court order is issued compelling production.

We are willing to meet and confer in good faith to discuss narrowing the scope of this subpoena to address these concerns.

Sincerely,

[Signature]

[Your Printed Name]