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

[Date]

[Opposing Counsel or Issuing Party Name]
[Firm/Organization Name]
[Address]
[City, State, Zip Code]

RE: Notice of Extension for Subpoena Response
Case Name: [Case Name]
Case Number: [Case Number]
Subpoena Date: [Date Subpoena was Served]

Dear [Recipient Name],

This letter serves to confirm the agreement reached between [Your Name/Firm] and [Issuing Party Name] regarding the deadline for responding to the subpoena duces tecum served on [Date of Service].

Pursuant to our communication on [Date of Discussion], it has been mutually agreed that the deadline for the production of documents and/or electronically stored information (ESI) has been extended from [Original Due Date] to [New Due Date].

The reason for this extension is [Briefly state reason, e.g., the volume of records requested / technical processing time / scheduling conflicts].

All other terms and requirements set forth in the original subpoena remain in effect. We appreciate your professional courtesy regarding this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]