Date: [Date]

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

Re: Notice of Withdrawal of Subpoena
Case Name: [Case Name]
Case Number: [Case Number]

Dear [Recipient Name],

Please be advised that the subpoena issued to you on [Date of Original Subpoena], requesting [documents/testimony] in connection with the above-referenced matter, is hereby formally withdrawn.

You are no longer required to comply with the demands set forth in said subpoena. If you have already produced documents or materials, please let us know if you require them to be returned or destroyed.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Law Firm/Organization]
[Your Phone Number]
[Your Email Address]

cc: [Opposing Counsel/Other Relevant Parties]