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

[Date]

[Opposing Counsel Name/Pro Se Party Name]
[Address]
[City, State, Zip Code]

Re: [Case Name]
Case No.: [Case Number]

NOTICE OF ISSUANCE OF DISCOVERY SUBPOENA

To all parties and their counsel of record:

PLEASE TAKE NOTICE that pursuant to [State/Federal] Rules of Civil Procedure [Rule Number], the [Plaintiff/Defendant] has issued the attached subpoena(s) to the following non-party witness(es):

Name of Recipient: [Name of Witness or Entity]
Address: [Recipient Address]
Type of Subpoena: [Subpoena for Production of Documents / Subpoena for Deposition Testimony]
Date of Compliance: [Date]

A copy of the issued subpoena is enclosed herewith and served upon you in accordance with the applicable rules of discovery.

Sincerely,

[Your Signature]

[Your Printed Name]
Counsel for [Plaintiff/Defendant]

Enclosure: Subpoena(s)

CERTIFICATE OF SERVICE
I hereby certify that a true and correct copy of the foregoing notice was served upon all counsel of record via [Method of Service: e.g., Electronic Mail / U.S. Mail] on this [Day] day of [Month], [Year].