

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

[Date]

[Opposing Counsel Name]
[Law Firm Name]
[Address]
[City, State, Zip Code]

RE: [Case Name]
Case Number: [Case Number]
Notice of Motion and Motion to Quash Subpoena

To Counsel:

PLEASE TAKE NOTICE that on [Date], at [Time], or as soon thereafter as the matter may be heard in Department [Number] of the [Name of Court], located at [Court Address], [Moving Party Name] will and hereby does move the Court for an order quashing the subpoena served by [Issuing Party] on [Date Subpoena was Served].

This Motion is made pursuant to [State/Federal Rule of Civil Procedure, e.g., Rule 45] on the following grounds:

- [Ground 1: e.g., The subpoena fails to allow reasonable time for compliance.]
- [Ground 2: e.g., The subpoena requires disclosure of privileged or protected matter.]
- [Ground 3: e.g., The subpoena subjects the person to undue burden.]
- [Ground 4: e.g., The subpoena seeks irrelevant information.]

This Motion is based upon this Notice, the attached Memorandum of Points and Authorities, the Declaration of [Name], and all pleadings and records on file in this action.

Respectfully submitted,

[Signature]

[Typed Name]