

Formal Witness Subpoena Request

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

[Recipient's Name]
[Recipient's Title/Position]
[Court/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a subpoena for the appearance of **[Witness's Name]** as a witness in the case of **[Case Name/Number]** scheduled for **[Date of Hearing/Trial]**.

The testimony of **[Witness's Name]** is crucial to the case as it pertains to **[Brief Description of the Relevance of the Witness's Testimony]**.

We respectfully ask that you issue this subpoena at your earliest convenience to ensure the witness's presence at the proceedings.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number or Email] should you require further information.

Sincerely,

[Your Name]
[Your Title/Position if applicable]
[Your Organization if applicable]