

Urgent Witness Subpoena Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request the issuance of a subpoena for the appearance of [Witness's Name] as a witness in the case of [Case Name/Number]. This matter is urgent due to [briefly explain reason for urgency].

The details of the anticipated testimony are as follows:

- **Date of Testimony:** [Insert Date]
- **Time of Testimony:** [Insert Time]
- **Location:** [Insert Location]

It is critical for the integrity of the case that [Witness's Name] be compelled to provide their testimony. I appreciate your prompt attention to this matter and look forward to your swift response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]