

Witness Subpoena Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request your presence as a fact witness in the case of [Case Name or Number], scheduled for [Date of Hearing or Trial], at [Location]. Your testimony is crucial to establish the facts relevant to this case.

Please find enclosed a subpoena for your attendance. If you have any questions or require further information, do not hesitate to contact me at [Your Phone Number] or [Your Email].

Thank you for your attention to this matter. Your cooperation is greatly appreciated.

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Organization, if applicable]