

Witness Subpoena Request Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: Request for Witness Subpoena

Dear [Recipient Name],

I am writing to formally request the issuance of a subpoena for the testimony of [Witness Name] as a witness in the matter of [Case Name/Description] scheduled for [Hearing Date] at [Location].

[Witness Name] is believed to possess relevant information regarding [specific details about the information they possess]. Their testimony is crucial for the case, and I believe it will contribute significantly to the proceedings.

Please let me know the necessary steps to proceed with the issuance of this subpoena, as well as any information or documentation you might require from me to facilitate this process.

Thank you for considering this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Your Organization, if applicable]