

# Witness Subpoena Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Law Firm or Organization]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

## Re: Subpoena for Video Deposition

Dear [Recipient's Name],

We are writing to formally request your presence as a witness for a video deposition related to the case of [Case Name/Case Number]. The deposition is scheduled for [Date of Deposition] at [Time of Deposition], to take place at [Location].

Your testimony is important to this case, and we believe that your insights will significantly assist in the legal proceedings.

Please confirm your availability for the deposition at your earliest convenience. Should you have any questions or require further information, do not hesitate to contact us.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Law Firm or Organization]