

# Subpoena Compliance Instructions

Date: [Insert Date]

To: [Corporate Representative's Name]

Company: [Company Name]

Address: [Company Address]

Re: Subpoena Compliance Instructions

Dear [Corporate Representative's Name],

This letter serves as a formal notification regarding the subpoena issued in the case of [Case Name/Number]. As a representative of [Company Name], you are required to comply with the instructions outlined below:

1. Please ensure that all requested documents are gathered and reviewed for relevance.
2. All documents must be provided in a format consistent with [specify format, e.g., PDF, hard copy, etc.].
3. Document production must be completed by [Insert Deadline Date].
4. If you have any objections to the subpoena, please contact [Contact Person] at [Contact Information] immediately.
5. Ensure that all information is kept confidential and shared only with authorized personnel.

Failure to comply with this subpoena may result in legal consequences. If you have any questions regarding this process or require assistance, do not hesitate to reach out to our office.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]