

# Subpoena Compliance Instructions for Deposition Attendance

Date: [Insert Date]

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]

[Recipient Name]  
[Recipient Title (if applicable)]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you of the requirements regarding your attendance at the deposition scheduled as per the attached subpoena.

## Deposition Details:

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

## Instructions for Compliance:

1. Arrive at least 15 minutes early to allow for check-in procedures.
2. Please bring the requested documents listed in the subpoena.
3. Be prepared to provide testimony on the matters concerning **[Case Name/Number]**.
4. If you have any questions about your obligations, contact our office immediately.

Your compliance is important and appreciated. Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]