

Subpoena Compliance Instructions for Document Production

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name / Your Company]

Subject: Compliance with Subpoena for Document Production

Dear [Recipient's Name],

This letter serves as a formal notification regarding the attached subpoena dated [Insert Date of Subpoena], requesting the production of specific documents.

Instructions

1. Please review the attached subpoena carefully.
2. Produce the requested documents specified in the subpoena by [Insert Compliance Date].
3. Documents must be transmitted in [insert format, e.g., PDF, hard copy] to the following address:
 - o [Insert Address]
4. If you have any objections or require modifications, please contact us by [Insert Date].

Confidentiality Notice

All information produced in response to the subpoena must be treated as confidential and shall not be disclosed to any third parties without prior consent.

Contact Information

If you have any questions regarding this subpoena or need further assistance, please do not hesitate to contact me at [Insert Phone Number] or [Insert Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]