

Subpoena Compliance Instructions

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Re: Subpoena for Financial Records

Dear [Recipient Name],

You are hereby instructed to comply with the subpoena issued on [Insert Issuance Date]. This subpoena requires you to produce the financial records listed below, pertaining to [Insert Subject or Reference Case Number].

Document Requests:

- [Specify Document 1]
- [Specify Document 2]
- [Specify Document 3]
- [Additional Documents as Necessary]

Compliance Instructions:

Please provide the requested records by [Insert Response Due Date]. Records must be submitted in [Insert Format] and sent to the following address:

[Insert Recipient Address]

If you have any questions or require further clarification regarding this subpoena, please do not hesitate to contact [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]