

# Subpoena Compliance Instructions for Witnesses

Date: [Insert Date]

To: [Witness Name]

Address: [Witness Address]

Dear [Witness Name],

You are hereby notified that you have been subpoenaed to appear as a witness in the matter of **[Case Name]**, scheduled for **[Date of Hearing]** at **[Location]**.

## Instructions for Compliance:

1. You are required to appear on the date and time specified above.
2. Please bring all relevant documents requested in the attached list.
3. If you cannot attend, you must notify this office immediately at **[Contact Information]**.
4. Failure to comply may result in legal penalties.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]