

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request clarification regarding the subpoena issued on [date of subpoena] in relation to [brief description of the case or matter]. Specifically, I am seeking further details on the following points:

- [Detail or item 1 requiring clarification]
- [Detail or item 2 requiring clarification]
- [Detail or item 3 requiring clarification]

It is essential for me to have a clear understanding of [specific reasons for clarification, e.g., compliance, preparation, etc.]. I would appreciate your prompt response to these inquiries to ensure that I can meet the requirements of the subpoena.

Thank you for your attention to this matter. I look forward to your timely response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]