

[Your Name]
[Your Title]
[Your Company/Organization]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company/Organization]
[Recipient Address Line 1]
[Recipient Address Line 2]
[Recipient City, State, Zip Code]

Re: Compliance with Subpoena Requirements

Dear [Recipient Name],

We are writing in response to the subpoena dated [Date of Subpoena] that was issued to [Your Company/Organization] regarding [Brief Description of Subject Matter].

This letter serves to confirm our compliance with the requirements set forth in the subpoena. As per your instructions, we will provide the requested documents and materials by [Compliance Date].

If you have any specific instructions or additional requests, please do not hesitate to contact us at the phone number or email address listed above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization]