

Confirmation of Receipt of Subpoena

Date: [Insert Date]

To: [Insert Recipient's Name]
[Insert Recipient's Address]
[Insert City, State, Zip Code]

Dear [Recipient's Name],

This letter is to confirm that I have received the subpoena issued on [Insert Date of Subpoena]. I acknowledge the receipt of the documents related to this subpoena and will take the necessary steps to comply with the requirements outlined in it.

If you have any questions or require further clarification, please feel free to contact me at [Insert Your Phone Number] or [Insert Your Email Address].

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title/Position]
[Your Organization]
[Your Address]
[Your City, State, Zip Code]