

Letter of Intent to Challenge Subpoena

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my intent to challenge the subpoena issued to me on [date of subpoena] in the matter of [case name or number]. I believe the subpoena is overly broad, burdensome, and seeks information that is not relevant to the case at hand.

I request that you either withdraw the subpoena or modify its requests to ensure they are more focused and reasonable. If we cannot reach an agreement, I will be forced to file a motion to quash the subpoena in accordance with [relevant law or rule].

Please contact me at your earliest convenience to discuss this matter further. I am hopeful we can resolve this amicably.

Thank you for your attention to this matter.

Sincerely,

[Your Name]