

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Request for Modification of Subpoena**

Dear [Recipient's Name],

I am writing to formally request a modification of the subpoena issued on [date of original subpoena] regarding [case name or number]. Due to [briefly state reason for the modification request], I believe that certain adjustments should be made to ensure compliance is reasonable and achievable.

Specifically, I am requesting the following modifications:

- [Modification 1]
- [Modification 2]
- [Modification 3]

I appreciate your consideration of this request and am hopeful we can resolve this matter amicably. Please let me know if you require any further information or if a discussion would be beneficial.

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

Sincerely,

[Your Name]

[Your Title, if applicable]