

Response to Subpoena for Document Production

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To: [Name of the Issuing Authority]

[Title]

[Company/Organization]

[Address]

[City, State, Zip Code]

RE: Response to Subpoena for Document Production, Dated [Subpoena Date]

Dear [Name of the Issuing Authority],

We are in receipt of the subpoena for document production dated [Subpoena Date]. Please be advised that we are complying with the request within the designated timeframe.

Attached are the documents requested: [List of Documents].

If you have any further questions or require additional information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company/Organization]