

# Summary of Compliance with Subpoena Directives

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Your Name/Your Company's Name]

Subject: Summary of Compliance with Subpoena No. [Insert Subpoena Number]

Dear [Recipient's Name],

We are writing to provide you with a summary of our compliance with the directives outlined in Subpoena No. [Insert Subpoena Number] issued on [Insert Issuance Date].

## Details of Compliance:

- **Received Date:** [Insert Contact Date]
- **Response Due Date:** [Insert Due Date]
- **Records Provided:**
  - [List specific records/documents provided]
- **Method of Delivery:** [e.g., Email, USPS, etc.]
- **Date of Delivery:** [Insert Delivery Date]

## Affirmations:

We affirm that the above records were collected and provided in good faith and to the best of our ability to comply with the subpoena directives.

## Contact Information:

If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Company's Address]