

# Subpoena Duces Tecum

[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]

## Re: Subpoena Duces Tecum

Dear [Recipient's Name],

Please be advised that you are hereby commanded to produce the documents specified below, pursuant to the authority of [Relevant Law or Rule], in connection with [Case Name/Number].

### Documents to be Produced:

- Any and all contract agreements between [Party A] and [Party B] from [Start Date] to [End Date].
- All correspondence related to said contract agreements.
- Invoices and payment records related to the contract agreements.

These documents should be produced at [Location] by [Date and Time]. Failure to comply with this subpoena may result in legal consequences.

Thank you for your attention to this matter.

Sincerely,  
[Your Signature]  
[Your Name]  
[Your Position/Title]