

# Cancellation of Witness Subpoena

**Date:** [Insert Date]

**From:** [Your Name]

**Your Address:** [Your Address]

**City, State, Zip:** [City, State, Zip]

**Email:** [Your Email]

**Phone:** [Your Phone Number]

**To:** [Recipient's Name]

**Recipient's Address:** [Recipient's Address]

**City, State, Zip:** [City, State, Zip]

Dear [Recipient's Name],

I am writing to formally notify you of the cancellation of the witness subpoena issued to you on [Insert Date of Subpoena]. This cancellation is effective immediately.

We appreciate your understanding in this matter and thank you for your cooperation thus far.

If you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email].

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Your Organization, if applicable]