

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the status of the witness subpoena issued to [Witness's Name] concerning the case of [Case Name/Number]. As we are approaching the trial date, I would greatly appreciate any updates regarding the witness's availability and the progress of the subpoena.

If there are any issues or further actions needed on my part, please let me know. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Organization]