

Formal Witness Subpoena Notification

Date: [Insert date]

To: [Insert witness name]

Address: [Insert witness address]

Dear [Insert witness name],

This letter serves as a formal notification that you have been subpoenaed as a witness in the case of [Case Name/Case Number], which is currently pending in [Court Name]. Your testimony is required on [Date] at [Time] at [Location].

Failure to appear as instructed may result in penalties by the court.

Please contact [Contact Name/Title] at [Contact Number/Email] if you have any questions or require further information.

Thank you for your anticipated cooperation.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization]

[Your Contact Information]