

# Notice of Witness Subpoena Compliance

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal notice regarding the subpoena issued on [Insert Subpoena Date] requiring your attendance as a witness in the matter of [Insert Case Name/Number].

Please be advised that you are required to appear at [Insert Location] on [Insert Date] at [Insert Time]. Failure to comply with this subpoena may result in legal penalties.

If you have any questions regarding this notice or require assistance with compliance, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization]