

# Subpoena for Deposition

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Witness Name]

[Witness Address]

[City, State, Zip Code]

RE: Subpoena for Deposition

Dear [Witness Name],

You are hereby commanded to appear for a deposition in the matter of [Case Name/Number] on [Date] at [Time]. The deposition will be held at [Location].

Please bring with you any documents or items requested in the attached list.

If you fail to comply with this subpoena, you may be held in contempt of court.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Firm/Organization]