

Witness Subpoena for Document Production

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

To: [Witness's Name]
[Witness's Address]
[City, State, Zip Code]

Dear [Witness's Name],

You are hereby summoned to produce documents in your possession, custody, or control as requested in the attached schedule, pursuant to [Relevant Rule or Statute]. This subpoena is issued in relation to the matter of [Case Name], Case No. [Case Number], pending in [Court Name].

Please ensure that the requested documents are produced by [Due Date] at [Place of Document Production]. Failure to comply with this subpoena may result in legal penalties.

If you have any questions regarding the documents requested or your obligation under this subpoena, please contact me at the information provided above.

Thank you for your cooperation.

Sincerely,

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

Attachments: Schedule of Documents to be Produced