

# Request for Witness Subpoena

Date: [Insert Date]

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

To: [Court Name]  
[Court Address]  
[City, State, Zip Code]

Re: Request for Witness Subpoena

Dear [Judge's Name or Clerk's Name],

I, [Your Name], am writing to formally request a subpoena for the appearance of [Witness's Name] in the matter of [Case Name or Case Number] scheduled for [Date of Court Appearance].

[Witness's Name] is a key witness in this case, and their testimony is essential to the proceedings. I kindly ask that the court issue a subpoena requiring their presence at the aforementioned date and time.

I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Title, if applicable]