

[Date]

[Customer Name]  
[Customer Address]  
[City, State, Zip Code]

**Subject: Notice of Legal Process Regarding Your Account**

Dear [Customer Name],

This letter is to inform you that [Financial Institution Name] has received a legal subpoena from [Issuing Agency/Court Name] requesting records related to your account(s).

The subpoena requests the following information: [Brief Description of Records, e.g., monthly statements from January 2023 to June 2023].

Under applicable law, we are required to comply with this request unless we receive a formal court order or legal objection preventing us from doing so. We intend to produce the requested documents on or about [Compliance Date].

If you wish to challenge this subpoena or seek to "quash" the request, you must take legal action through the appropriate court system and provide us with a copy of any filed motions or stays prior to the date mentioned above.

Please note that [Financial Institution Name] cannot provide you with legal advice regarding this matter. We recommend that you consult with an attorney if you have questions about your legal rights.

Sincerely,

[Name of Representative]  
[Title]  
[Financial Institution Name]  
[Contact Phone Number]