

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

[Date]

[Name of Issuing Attorney/Party]  
[Law Firm Name, if applicable]  
[Address]  
[City, State, Zip Code]

**RE: Rejection of Subpoena - [Case Name/Matter Name] - [Case Number]**

Dear [Name of Issuing Party/Attorney],

I am writing to formally reject the subpoena served or delivered to [My Name/Organization Name] on [Date Received] regarding the above-referenced matter.

The subpoena is being rejected due to defective service for the following reason(s):

- Improper delivery method (e.g., mailed instead of personally served where personal service is required).
- Service upon the wrong person or an unauthorized agent.
- Failure to provide the required witness and/or mileage fees.
- Insufficient notice period under [State/Federal] Rule [Rule Number].
- Other: [Specify reason]

Due to these procedural defects, [My Name/Organization Name] is not under a legal obligation to comply with the demands of the subpoena at this time. We will not be producing documents or appearing as requested unless and until proper service is effectuated in accordance with the applicable Rules of Civil Procedure.

This letter is sent without prejudice to any other objections we may have regarding the scope or substance of the subpoena itself.

Sincerely,

[Signature]

[Printed Name]  
[Title, if applicable]