

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

[Date]

[Name of Requesting Attorney/Agency]
[Law Firm or Department Name]
[Address]
[City, State, Zip Code]

RE: Response to Subpoena Duces Tecum - [Case Name/Number]

Dear [Name of Contact Person],

This letter serves as the formal response of [Your Name/Company Name] to the subpoena dated [Date of Subpoena], which was served on [Date of Service].

We have completed a thorough search for the records requested in the subpoena. Enclosed please find the following documents which constitute full compliance with your request:

- [Description of Document Set 1]
- [Description of Document Set 2]
- [Description of Document Set 3]

I hereby certify that, to the best of my knowledge, the enclosed records are authentic, complete, and were maintained in the ordinary course of business. [Optional: A formal Business Records Affidavit is also attached].

Please note that [Company Name] has incurred costs in the amount of \$[Amount] for the production of these records, including search time and reproduction fees. We request reimbursement for these costs as permitted by law. Please remit payment to the address listed above.

With the delivery of these materials, we consider our obligations under this subpoena to be fully satisfied. If you have any questions regarding this production, please contact me directly at [Phone Number].

Sincerely,

[Signature]
[Printed Name]
[Title/Position]