

CONFIDENTIAL

[Date]

[Name of Assistant United States Attorney]

United States Attorney's Office

[District]

[Street Address]

[City, State, Zip Code]

**Re: Response to Grand Jury Subpoena Number: [Subpoena Number]
Grand Jury Investigation: [Case Name or Internal Reference]**

Dear [AUSA Name],

This letter is submitted on behalf of [Company/Individual Name] in response to the Grand Jury Subpoena dated [Date of Subpoena].

Enclosed please find the documents and information responsive to the requests set forth in the Subpoena. These materials consist of the following:

- [Description of Item 1]
- [Description of Item 2]
- [Description of Item 3]

Please note that [Company/Individual Name] is providing these records under the protection of Rule 6(e) of the Federal Rules of Criminal Procedure, regarding the secrecy of grand jury proceedings. We request that these materials be treated as confidential and not be disclosed to any third party except as permitted by law.

[Optional: A privilege log is attached for any documents withheld under the attorney-client privilege or work-product doctrine.]

The production of these documents is intended to be a complete and final response to the Subpoena. If you have any questions or require further clarification, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Law Firm Name]

Counsel for [Client Name]

Enclosures