

[Date]

[Requesting Party Name]  
[Requesting Party Address]  
[City, State, Zip Code]

**RE: Notice of No Responsive Records**

Case Name: [Case Name]  
Case Number: [Case Number]  
Subpoena Date: [Date of Subpoena]

Dear [Name of Contact Person or Attorney],

This letter is in response to the subpoena duces tecum served upon [Name of Financial Institution] on [Date Received], requesting the production of financial records pertaining to [Name of Subject/Account Holder] for the period of [Start Date] to [End Date].

Upon receipt of your request, we conducted a thorough search of our systems and records using the identifying information provided (e.g., Name, Social Security Number, and/or Account Number).

Please be advised that after a diligent search, [Name of Financial Institution] has determined that it is not in possession, custody, or control of any documents or records responsive to your request. Specifically:

- No accounts were found under the name or identification provided.
- Records for the requested time period do not exist.
- [Optional: The records requested have been destroyed pursuant to our standard document retention policy.]

As such, we are unable to produce any documents at this time. We consider our obligations regarding this specific subpoena to be fulfilled. If you have additional identifying information that may assist in a further search, please submit a new request.

Sincerely,

[Signature]  
[Printed Name]  
[Title/Department]  
[Financial Institution Name]  
[Phone Number]