

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

[Date]

[Attorney Name/Requesting Party]  
[Law Firm/Entity Name]  
[Address]  
[City, State, Zip Code]

RE: [Case Name/Caption]  
Court/Case Number: [Case Number]  
Subpoena Date: [Date Subpoena was Received]

Dear [Name of Recipient],

This letter serves as a partial response by [Your Name/Company] to the subpoena duces tecum received on [Date].

Enclosed please find documents responsive to Request Numbers [List Specific Numbers, e.g., 1, 3, and 5]. These materials are being produced as they are currently available and processed. The enclosed files are labeled as [Bates Range or Description of Files].

Please be advised that this is a rolling production. [Your Name/Company] is continuing to search for and review documents responsive to Request Numbers [List Remaining Numbers]. We anticipate providing a supplemental production regarding these remaining items on or before [Projected Date].

Furthermore, [Your Name/Company] objects to Request Numbers [List Objected Numbers] on the following grounds: [Briefly state reason, e.g., overly broad, attorney-client privilege, or undue burden]. A formal privilege log will be provided if applicable.

Please acknowledge receipt of this partial production. If you have any questions regarding the enclosed materials or the timeline for the remaining production, please contact me directly.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]

Enclosures: [List of documents attached]