

[Date]

[Name of Requesting Party/Attorney]

[Law Firm or Organization Name]

[Address]

[City, State, Zip Code]

RE: Reimbursement of Costs for Subpoena Compliance - [Case Name/Matter Number]

Dear [Contact Person Name],

This letter is in reference to the subpoena duces tecum served upon [Your Company Name] on [Date Subpoena Received] regarding the aforementioned matter.

Please be advised that [Your Company Name] has completed the collection and production of the requested records. In accordance with [Cite Relevant State/Federal Rule, e.g., FRCP 45], we are seeking reimbursement for the reasonable costs incurred in complying with this request.

The total cost for production is \$[Amount]. An itemized breakdown of these expenses is provided below:

- **Search and Retrieval Time:** [Number of Hours] hours at \$[Rate] per hour = \$[Total]
- **Review and Redaction:** [Number of Hours] hours at \$[Rate] per hour = \$[Total]
- **Reproduction/Copying:** [Number of Pages] pages at \$[Rate] per page = \$[Total]
- **Electronic Media/Storage:** \$[Amount]
- **Postage/Delivery:** \$[Amount]

Total Amount Due: \$[Grand Total]

Please make the check payable to [Payee Name] and remit payment to the address listed above. Upon receipt of payment, we will release the requested documents via [Delivery Method].

If you have any questions regarding these costs, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]