

DATE: [Date]

VIA: [Method of Delivery, e.g., Certified Mail / Email]

[Recipient Name]

[Recipient Title/Legal Department]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

RE: Protective Order Requirement for Subpoena Duces Tecum

Case Name: [Case Name]

Case Number: [Court Case Number]

Court: [Jurisdiction/Court Name]

Dear [Recipient Name or Custodian of Records],

This letter is in reference to the subpoena issued to [Recipient Name] dated [Date of Subpoena] regarding the above-referenced matter.

Please be advised that the information and documentation requested involves sensitive, confidential, and/or proprietary data. Pursuant to [Applicable Statute or Rule of Civil Procedure], we hereby notify you that a Protective Order is required prior to the disclosure of the requested materials.

The enclosed/attached Protective Order, entered by the Court on [Date], governs the handling of these materials. Please ensure that all responsive documents are marked "CONFIDENTIAL" or as otherwise designated in the Order. By providing these documents, you agree to abide by the terms of the Protective Order, which limits the use of this information strictly to this litigation and prohibits further disclosure to unauthorized parties.

If you have any questions regarding the scope of the Protective Order or the secure method of transmission for these documents, please contact my office at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Law Firm]

[Your Contact Information]

Enclosure: Protective Order