

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

[Date]

[Recipient Name]  
[Recipient Law Firm or Agency]  
[Address]  
[City, State, Zip Code]

Re: Request for Extension of Time to Comply with Subpoena  
Case Name: [Case Name]  
Case Number: [Case/Docket Number]

Dear [Recipient Name],

I am writing to formally request an extension of time to respond to the subpoena served on [Date of Service], which currently has a return date of [Original Due Date].

We are working diligently to collect the requested information; however, we require additional time due to [Reason for Delay, e.g., the volume of documents requested, the need to retrieve archived records, or temporary staffing shortages].

Specifically, we are requesting an extension until [Proposed New Date] to complete our production. We believe this additional time will allow us to provide a thorough and complete response to your request.

Please let me know by [Date] if this request is acceptable. If you agree to this extension, I would appreciate a brief confirmation in writing (via email or letter).

Thank you for your professional courtesy and consideration of this request.

Sincerely,

[Your Signature]  
[Your Printed Name]