

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Recipient Name]

[Requesting Attorney/Party Name]

[Law Firm/Organization Name]

[Address]

[City, State, Zip Code]

RE: Subpoena Scope Clarification - [Case Name/Matter Number]

Dear [Recipient Name],

Our office is in receipt of the subpoena dated [Subpoena Date] regarding the above-referenced matter. We are currently reviewing the request to identify and collect responsive documents.

Upon initial review, we find that certain requests appear overbroad or ambiguous. Specifically, we seek clarification on the following items:

- **Request No. [Number]:** [Explain why this specific request is unclear or overbroad]. We suggest limiting the scope to [Propose a specific limitation, e.g., a specific date range or specific department].
- **Request No. [Number]:** [Explain ambiguity]. Please clarify if you are seeking [Option A] or [Option B].

To ensure a timely and efficient response while avoiding unnecessary discovery disputes, we request a meet-and-confer session to discuss narrowing these requests. We believe that refining the scope will allow us to provide the most relevant information without undue burden.

Please let us know your availability for a brief call on [Date] or [Date] at [Time]. We look forward to resolving these issues cooperatively.

Sincerely,

[Your Signature]

[Your Printed Name]