

[Bank Name]  
[Bank Address]  
[City, State, Zip Code]  
[Date]

[Customer Name]  
[Customer Address]  
[City, State, Zip Code]

**RE: Notice of Administrative Subpoena for Financial Records**

Dear [Customer Name],

We are writing to inform you that [Bank Name] has received an administrative subpoena from [Name of Issuing Agency] requesting copies of financial records related to your account(s) for the period of [Date Range].

The subpoena was issued under the authority of [Applicable Law/Statute, e.g., Right to Financial Privacy Act].

Under federal law, we are required to comply with this legal request unless we receive a formal notice that you are seeking to quash the subpoena in court. If you intend to challenge this disclosure, you must typically file a motion or application in the appropriate court and provide written notice to this bank and the issuing agency by [Deadline Date].

Unless we receive documentation of a legal stay or a court order preventing disclosure by [Compliance Date], we will be obligated to produce the requested records to the agency listed above.

If you have any questions regarding the legal nature of this subpoena, we recommend that you consult with an attorney. For questions regarding your account status, you may contact us at [Phone Number].

Sincerely,

[Name/Signature]  
[Title]  
[Bank Name] Legal/Compliance Department