

[Financial Institution Name]
[Address Line 1]
[City, State, Zip Code]

[Date]

[Customer Name]
[Customer Address Line 1]
[City, State, Zip Code]

RE: Notice of Government Subpoena for Financial Records

Dear [Customer Name],

This letter is to formally notify you that [Financial Institution Name] has received a legal subpoena from [Name of Government Agency/Department] requesting access to your financial records for the period of [Start Date] to [End Date].

The requested records include, but are not limited to:

- Account statements
- Transaction histories
- Cancelled checks
- [Other specific documents requested]

Under the Right to Financial Privacy Act (RFPA), we are required to provide this notice to you. The government agency seeking these records is generally required to provide you with a copy of the formal request and an opportunity to challenge the subpoena in court if you believe the request is unlawful.

Please be advised that [Financial Institution Name] is legally obligated to comply with this subpoena unless we receive a formal court order or a valid legal challenge staying the production of these records by [Deadline Date].

If you wish to object to the disclosure of these records, you should consult with legal counsel immediately to determine your rights and the necessary steps to file a motion to quash the subpoena.

If you have any questions regarding this notification, you may contact our Compliance Department at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Name of Authorized Representative]

[Title]

[Financial Institution Name]