

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

[Date]

[Recipient Name/Counsel Name]  
[Firm/Agency Name]  
[Address]  
[City, State, Zip Code]

**Re: [Case Name or Matter Reference]**  
**Subpoena Dated: [Date of Subpoena]**  
**Case Number: [Case Number, if applicable]**

Dear [Recipient Name],

Our office represents [Name of Client/Company] regarding the subpoena received on [Date]. We are currently in the process of reviewing the requests; however, we require clarification on the following items to ensure an accurate and timely response:

- 1. Identification of Relevant Time Period:** Request No. [Number] does not specify a date range. Please confirm if the intended period is from [Start Date] to [End Date].
- 2. Scope of Document Categories:** Regarding Request No. [Number], the term "[Insert Term]" is broad. Could you please clarify if you are specifically seeking [Specific Subset of Records] or if the request is intended to cover all communications?
- 3. Search Terms and Custodians:** To facilitate the collection of ESI, we propose the use of the following search terms and custodians: [List Terms/Names]. Please let us know if these are acceptable or if you wish to propose alternatives.
- 4. Format of Production:** Please confirm your preferred format for the production of electronic records (e.g., searchable PDF, native format, or specific load files).

Pending your clarification, we have set a provisional internal deadline. If the scope is narrowed as discussed above, we anticipate providing a response by [Date]. If we do not hear from you by [Date], we will proceed based on our reasonable interpretation of the requests to avoid unnecessary delay.

We look forward to your response to ensure the production remains efficient and relevant to the matter at hand.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]