

[Date]

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

**Subject: Notice of Subpoena for Financial Records**

Dear [Customer Name],

This letter is to formally notify you that [Name of Institution] has received a legal subpoena issued by [Name of Issuing Agency/Court] requesting records related to your account(s) for the period of [Date Range].

Under the terms of this subpoena, we are legally required to provide the following information:

- [Description of Records 1]
- [Description of Records 2]
- [Description of Records 3]

We intend to comply with this request by [Deadline Date]. If you wish to challenge the disclosure of these records, you must file a formal motion to quash the subpoena with the appropriate court and provide us with a file-stamped copy of your motion before the deadline mentioned above.

If we do not receive notice of a legal challenge by that date, we will produce the requested documents to the issuing party as required by law.

Please note that we cannot provide legal advice regarding this matter. We recommend that you consult with an attorney if you have questions about your legal rights.

Sincerely,

[Name of Representative]  
[Title]  
[Name of Institution]