

[Date]

[Name of Issuing Attorney/Agency]

[Law Firm or Department Name]

[Street Address]

[City, State, Zip Code]

RE: Acknowledgment of Subpoena

Case Name: [Case Caption]

Case Number: [Docket Number]

Recipient: [Company or Individual Name]

To [Name of Contact Person],

This letter serves as formal acknowledgment that [Company/Name] received the subpoena issued on [Date of Subpoena] regarding the above-referenced matter.

Our office is currently processing this request. We are in the process of identifying and gathering the responsive documents and information as requested. We anticipate having the materials ready for delivery by [Target Date], or we will contact you if we require an extension due to the volume of the records.

Please note that we reserve the right to object to any portions of the subpoena that are overly broad, unduly burdensome, or seek privileged information. Additionally, we will provide an invoice for any reasonable costs associated with the search, reproduction, and delivery of these records as permitted by law.

Should you have any questions regarding the status of this production, please contact [Name of Representative] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title]