

[Date]

[Requesting Party Name]
[Law Firm or Agency Name]
[Street Address]
[City, State, Zip Code]

RE: Subpoena Processing Fee Assessment - [Case Name/Reference Number]

Dear [Contact Person Name],

We have received your subpoena dated [Date of Subpoena] requesting records pertaining to [Subject Name/Account Number].

Please be advised that pursuant to [State/Federal Statute or Company Policy], we require payment of a processing fee to cover the administrative costs of searching, reviewing, and reproducing the requested records. The assessment for your request is as follows:

- Search and Retrieval Fee: \$[Amount]
- Reproduction Fee ([Number] pages at \$[Rate] per page): \$[Amount]
- Electronic Media/Postage: \$[Amount]
- **Total Amount Due: \$[Total Amount]**

Please remit payment via check made payable to "[Company Name]" at the address listed below. We will begin processing and release the responsive documents upon receipt of payment.

If you wish to narrow the scope of your request to reduce these costs, or if you have any questions regarding this assessment, please contact [Department Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Title]
[Company Name]