

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Recipient Name]

[Recipient Law Firm/Agency]

[Recipient Address]

[City, State, Zip Code]

Re: Request for Extension of Time to Produce Documents

Subpoena Matter: [Case Name/Reference Number]

Original Due Date: [Date]

Dear [Recipient Name],

I am writing to formally request an extension of time to comply with the subpoena duces tecum served on [Date of Service]. The current deadline for production is [Original Due Date].

Due to [Reason for delay: e.g., the high volume of responsive documents, the need to retrieve archived records, or limited staffing], we require additional time to ensure a complete and accurate production. We are working diligently to collect the requested materials but cannot finalize the process by the original date.

We respectfully request an extension until [**New Proposed Date**] to complete the production.

Please confirm in writing if this proposed extension is acceptable. If you have any questions or would like to discuss a rolling production of documents, please contact me at your earliest convenience.

Thank you for your professional courtesy and cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]