

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

[Date]

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

RE: Request for Clarification Regarding Subpoena Dated [Date of Subpoena]
Case Name: [Case Name/Reference Number]

Dear [Recipient Name],

Our office is in receipt of the subpoena issued on [Date] requesting the production of records and the identification of assets related to [Name of Individual or Entity].

Upon reviewing the document, we require further clarification regarding the following items to ensure full and accurate compliance:

- **Definition of Assets:** Please clarify if the request for "assets" is limited to liquid holdings and bank accounts, or if it extends to physical property, intellectual property, and digital assets.
- **Time Frame:** The subpoena requests records for [Mention period]. Please confirm if this is the definitive date range or if certain assets require a historical look-back beyond this window.
- **Third-Party Interests:** Please provide guidance on how to handle assets held in joint accounts or assets where the subject has only a partial beneficial interest.
- **Specific Account Numbers:** Item [Number] of the subpoena mentions [Description]. We request clarification on whether this refers specifically to [Account/Asset Type].

We are committed to complying with this legal request in a timely manner. However, to avoid the production of irrelevant information or the omission of required data, we ask that you provide these clarifications by [Date].

If you wish to discuss these points via telephone, please contact me directly at [Your Phone Number].

Sincerely,

[Signature]

[Your Printed Name]
[Your Title]