Capt

Unit

address

Witness name

address

Dear name,

Please find enclosed two copies of a subpoena, officially summoning you to the court-martial proceeding entitled *United States v. ###*. On the first copy, marked "copy 1", please sign your name on the line marked by the "X" and, next to your signature, insert the date you signed. Please mail “copy 1” back to me immediately in the enclosed self-addressed-stamped envelope. You should keep the subpoena marked “copy 2” for your records.

The trial is set to begin at time and date. You will need to be present at that time or provide the case paralegal with your contact number to be on telephone standby. Please come to the Legal Office, Building (location).

Enclosed you will find a check for $amount. This is an advance payment for your trip. You will be paid an attendance fee of $amount per day. You will also be paid anallowance for food and lodging up to $amount per day.

I hope the above information will assist you. Your testimony will be very important in this case. If you have any questions or if I can be of further assistance, please call me at (phone number.

Sincerely,

Name, Capt, USAF

Trial Counsel

Attachments:

1. Subpoena, DD Form 453 (2 copies)

2. Self-addressed, Stamped Envelope