{{today()}}

*VIA USPS CERTIFIED MAIL, ITEM #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*DELIVERED VIA USPS FIRST CLASS MAIL*

{{subpoena.witness.name\_full()}}

{%p if subpoena.witness.person\_type==”business” %}

Attn: Custodian of Records

{%p endif %}

{%p if subpoena.witness.person\_type==”business” %}

c/o {{subpoena.witness.registered\_agent.name\_full()}}

{{subpoena.witness.registered\_agent.mailing\_address.line\_one()}}

{{subpoena.witness.registered\_agent.mailing\_address.line\_two()}}

{%p else %}

{{subpoena.witness.mailing\_address.line\_one()}}

{{subpoena.witness.mailing\_address.line\_two()}}

{%p endif %}

*RE: {{case.style}}*

*{{court\_info.court}} – {{case.county}}, Texas*

Greetings:

I represent {{case.client.name\_full()}} in the above-referenced matter.

The enclosed subpoena requires that {{subpoena.witness.name\_full()}} provide certain documents by {{subpoena.due\_date}}, but you can produce them sooner. We will issue the enclosed {{subpoena\_description}} to you on {{subpoena.issue\_date}}.

The purpose of this subpoena is to obtain court-admissible documents to be used in the above-referenced matter. It does not relate to a lawsuit in which {{subpoena.witness.name\_full()}} is a party.

If we receive the requested documents with an executed affidavit for business records on or before {{subpoena.due\_date}}, I will release {{subpoena.witness.name\_full()}} from the subpoena and requirement to appear.

You can submit documents through this secure link: {{subpoena.secure\_link}}

If you experience difficulty uploading documents using the above link, please contact our paralegal, {{subpoena.paralegal.name\_full()}}, at {{phone\_number\_formatted (subpoena.paralegal.telephone\_number)}} or via email at {{subpoena.paralegal.email}} and {{subpoena.paralegal.pronoun\_subjective()}} will assist you.

Should you have any questions, please contact my office at {{phone\_number\_formatted(case.attorney.telephone\_number)}} and request to speak with me or paralegal {{subpoena.paralegal.name\_full()}}.

Kindest regards,

{{case.attorney.name\_full()}}

State Bar No. {{case.attorney.bar\_number}}

{{case.attorney.email}}

Attorney for {{case.client.name\_full()}}

Enclosures

Notice of Intent to Issue {{subpoena\_description}}

{{subpoena\_description}}

Affidavit for Business Records

cc: {{case.oc.name\_full()}}, Esq., attorney for {{case.op.name\_full()}}