

# State Court Subpoena Sample Letter

[Your Name]  
[Your Address]  
[City, State ZIP Code]  
[Phone Number]  
[Email Address]

[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State ZIP Code]

RE: Subpoena to Appear in [Case Name], Case No. [Case Number]

Dear [Recipient's Name],

You are hereby commanded, pursuant to the authority of the [State] [Name of Court], to appear before the Court at [Court Address] in [City, State], on [Date] at [Time], to testify as a witness in the matter of [Case Name], Case No. [Case Number].

You are also required to bring with you the following documents or items:

[List any documents/items, or state "None."]

Failure to comply with this subpoena may result in penalties provided by law.

If you have any questions, please contact [Your Name/Attorney Name] at [Contact Information].

Sincerely,

[Your Name or Attorney Name]  
[Title, if applicable]