

SAMPLE

Abby Rhode  
14 Main St.  
Salem MA 01970

June 17, 2003

Carlos' Taco Shack  
17 Williams Street  
Salem, MA 01970

RE: Abby Rhode v. Alan Rhode  
Essex County Probate and Family Court, Docket No. 99XX0000

Dear Sir/Ms.:

Please be advised that the Subpoena Duces Tecum which the Sheriff's Office is serving upon you, together with this letter, is being sent for the purpose of obtaining the documents requested.

Instead of appearing at the hearing, the records may be delivered to me on or before, [Choose a date which is a few days before the actual hearing], together with your certification that the records are true and complete reproductions of the original or microfilmed records in the possession of Carlos' Taco Shack, made in good faith in the regular course of business and before the beginning of the civil proceeding aforesaid and that it was the regular course of such business to make such memorandum or record at the time of act, transaction, occurrence or event or within a reasonable time thereafter.

If you have any questions or concerns, please call me at [only put a telephone number where it is safe to receive telephone calls].

Very truly yours,

Abby Rhode

Encl.

**\*\*IMPORTANT INFORMATION:** If your address is impounded and/or you do not want the opposing party to know where you are, do NOT put that return address on your letter or envelope. If you want to offer the subpoenaed person the option of delivering the documents to you before the court date, choose an address where you can receive mail safely. Put that address in your letter or put it as the return address. Instead of having the documents delivered to your address, you can have the documents delivered to a place other than your address, such as the probation department of the court, or another safe place.