[Date]

[Deponent's Name]

[Address]

 **Re: Subpoena of** **[Description of Records Sought]**

To Whom It May Concern:

Our firm seeks **[Description of Records Sought]** With that goal in mind, our firm has scheduled a records deposition; please see the enclosed subpoena.

In lieu of appearing in person for this records deposition, we invite you to mail the records to our office at the address stated in our letterhead. Or, if you would prefer, we would be willing to pick up the records from a location near us.

If you choose not to provide us with the requested records, we will need to move forward with the records deposition. In that event, we encourage you to inform us well in advance if you would rather conduct the deposition at a location other than the one designated in the subpoena. We might be amenable to entering an agreed order designating any mutually convenient location, pursuant to Washington State Court Rule 45(e)(2).

Feel free to call me if you have any questions or concerns.

 Sincerely,

 GENESIS LAW FIRM, PLLC

 [Attorney's Name]