



AGENCY LETTERHEAD

Custodian of Records

**[Place the name and physical address of the subpoena recipient]**

Main Street Bank  
1234 Main Street  
Anywhere, ST 12121

Dear Sir or Madam:

Pursuant to the appendix to Title 5, United States Code, subsection 6(a)(4), the enclosed subpoena *duces tecum* has been issued. The materials identified should be produced by the date and time indicated on the subpoena at:

**[Place the name and physical address of where the documents should be produced]**

U.S. Army Criminal Investigation Command (USACIDC)  
XXX Military Police Detachment (CID)  
ATTN: Special Agent Xxxxx Xxxxxx  
XXXXXXXX CID Office  
Anywhere, ST 12121

Should you elect to personally deliver the subpoenaed records, you will be required to attest to the completeness, accuracy and authenticity of the documents produced. Or, upon request, Special Agent Xxxxx Xxxxxx or any Special Agent of the **[Place the name of your organization]** United States Army Criminal Investigation Command (USACIDC) will personally assume custody of the required materials at your office. However, by mutual agreement, the material may be sent by U.S. registered mail to USACIDC at the above address. If you elect to provide records via registered mail, you should include the enclosed personal affidavit/certificate of compliance as to the completeness, accuracy and authenticity of the documents mailed. Should the documents fail to arrive by the time and date set forth on the subpoena, this will be considered a failure to on your part to comply with this subpoena.

Original documents are required by this subpoena. However, for the purpose of this subpoena, certified true copies of the original documents called for by the subpoena will satisfy this provision. The personal affidavit/certificate of compliance must be made by the actual custodian of records who has the complete legal standing for the company/corporation and can testify to their authenticity, accuracy and completeness of the documents produced. If certified true copies are produced, we reserve the right to review the original documents with advanced notice, and during normal business hours. Otherwise, original documents must be submitted.

Materials required by the subpoena should be accompanied by an index identifying each document or other materials and the item or items of the subpoena to which it relates. If for any reason any of the required materials are not furnished, prepare an itemized list of the location of materials and the reason for non-production.

This investigation is private and we request such privacy be maintained. Enclosed is a notice pursuant to the Privacy Act of 1974.

You should bear in mind you have the right to consult with and have an attorney represent you in this matter. If you have any questions concerning the subpoena or the materials required to be produced, you may call Special Agent Xxxxx Xxxxxs at(XXX) XXX-XXXX.

Sincerely,

XXXXXXXXXXXXXXXXXX  
Special Agent in Charge

Enclosures:

Subpoena Duces Tecum  
Appendix A  
Privacy Act Notice  
Certificate of Compliance  
Agent RFPA Certificate of Compliance