

**SAMPLE COVER LETTER FOR FORWARDING RECORDS PER  
APPROPRIATE SUBPOENA AND RELEASE**

Re: (Client's Name and Birthdate)

Enclosed please find copies of records for the above-named individual. These records are released per a signed release of information and a subpoena dated \_\_\_\_\_.

Per Evidence Code 1563, the charge for production of said records is:

_____	(Copying_____ pages at \$.10)
_____	(Postage)
_____	(Total Charge)
Less _____	(Check #_____)
_____	(Balance Due)

If you have any questions, please contact the undersigned at \_\_\_\_\_.

Sincerely,

Enclosures