

Date: [Insert Date]

VIA: [Insert Method, e.g., Email/First Class Mail]

[Opposing Counsel Name]

[Law Firm Name]

[Address]

[City, State, Zip Code]

Re: [Case Name]

Case No.: [Insert Case Number]

Subject: Discovery Phase Update - Deposition Scheduling

Dear [Counsel Last Name],

As we continue through the discovery phase of the above-referenced matter, I am writing to coordinate the scheduling of upcoming depositions.

At this time, we intend to take the depositions of the following individuals:

- [Name of Witness 1]
- [Name of Witness 2]
- [Name of Witness 3]

Please provide several available dates for these witnesses during the weeks of [Insert Start Date] and [Insert End Date]. Additionally, please confirm if your client(s) will be available on [Insert Proposed Date] at [Insert Time] for their deposition.

Regarding our clients, we are currently confirming availability and will provide you with a list of dates for their depositions by [Insert Deadline Date].

We look forward to receiving your available dates so we may issue the formal Notices of Deposition and secure a court reporter. Thank you for your cooperation in moving this discovery phase forward.

Sincerely,

[Your Name]

[Your Law Firm]

[Your Phone Number]

[Your Email]