

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Opposing Counsel Name]

[Law Firm Name]

[Address]

[City, State, Zip Code]

**Re: [Case Name]**

**Case Number: [Court Case Number]**

Dear [Opposing Counsel Name],

Our office would like to schedule the deposition(s) of the following individual(s):

- [Name of Deponent 1]
- [Name of Deponent 2]

Please provide several available dates for these depositions during the weeks of [Date Range]. We anticipate that each deposition will last approximately [Number] hours/days.

We intend to conduct these depositions at [Location/Via Zoom/Remote Platform].

Please let us know your availability by [Date] so that we may issue the formal Notices of Deposition. We look forward to coordinating these dates with you.

Sincerely,

[Your Signature]

[Your Printed Name]