

[Your Name/Law Firm Name]

[Address Line 1]

[Address Line 2]

[Phone Number]

[Email Address]

[Date]

[Opposing Counsel Name]

[Law Firm Name]

[Address Line 1]

[Address Line 2]

**Re: [Case Name/Style of Case]**

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

Dear [Counsel Last Name],

I am writing to follow up on my previous correspondence dated [Date of Previous Letter/Email] regarding the scheduling of the deposition of [Name of Deponent]. To date, I have not received a response regarding your availability.

Please provide several available dates for this deposition within the next [Number] days. If I do not hear from you by [Date], I will proceed with issuing a formal Notice of Deposition for a date and time convenient for my office and the court reporter.

I look forward to your prompt response so that we may coordinate this matter without further delay.

Sincerely,

[Your Signature]

[Your Printed Name]