

[Your Name/Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Opposing Counsel Name]
[Firm Name]
[Address]
[City, State, Zip Code]

RE: [Case Name/Style of Case]
Case Number: [Case Number]

Dear [Counsel Name],

This letter serves to confirm the scheduling of the deposition for [Name of Deponent] in the above-referenced matter.

The deposition is scheduled as follows:

Date: [Date]
Time: [Time]
Location: [Physical Address or Virtual Platform Link]
Court Reporter: [Agency Name, if known]

Enclosed please find the formal Notice of Deposition. [Optional: Please note that this deposition will be recorded via video.]

If there are any conflicts with this date or time, please contact my office immediately so we may coordinate an alternative schedule.

Sincerely,

[Your Signature]

[Your Printed Name]