

[Sender's Name]  
[Sender's Law Firm]  
[Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

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

**RE: [Case Name / Case Number]**

Dear [Counsel Name],

This letter serves to formally schedule the deposition of [Name of Deponent] in the above-referenced matter.

The deposition is scheduled to take place as follows:

**Date:** [Date of Deposition]  
**Time:** [Start Time]  
**Location:** [Physical Address or Virtual Platform Link]

Please find the formal Notice of Deposition enclosed with this letter. The deposition will be recorded by a certified shorthand reporter and may also be recorded via [Video/Audiovisual] means for use at trial.

If there are any conflicts with this date or time, please contact my office immediately to discuss alternative scheduling. Otherwise, we look forward to proceeding on the date specified.

Sincerely,

[Signature]  
[Printed Name]

Enclosure: Notice of Deposition