

[Your Law Firm Name]

[Address Line 1]

[Address Line 2]

[Phone Number]

[Email]

[Date]

VIA [Method of Delivery: e.g., Email/U.S. Mail]

[Opposing Counsel Name]

[Opposing Law Firm Name]

[Address Line 1]

[Address Line 2]

RE: [Case Name/Style]

Case No.: [Court Case Number]

NOTICE OF CANCELLATION OF DEPOSITION

To all parties and their counsel of record:

PLEASE TAKE NOTICE that the deposition of **[Name of Deponent]**, which was previously scheduled for **[Original Date]** at **[Original Time]**, has been CANCELLED.

This cancellation is due to [Reason for cancellation: e.g., settlement, scheduling conflict, or witness unavailability].

[Optional: We will contact your office shortly to discuss alternative dates for rescheduling this deposition.]

Please contact our office immediately if you have any questions or if you have already incurred non-refundable costs related to this scheduling.

Sincerely,

[Your Signature]

[Your Printed Name]

Counsel for [Plaintiff/Defendant]

cc: [Court Reporter Name/Agency]

[Videographer Name/Agency, if applicable]

[Co-Counsel, if applicable]