

[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 No.: [Court Case Number]

Dear [Opposing Counsel Name],

Our office represents [Plaintiff/Defendant] in the above-referenced matter. We would like to schedule the deposition of your designated expert witness, [Expert Name].

We propose the following dates and times for the deposition:

- [Option 1: Date and Time]
- [Option 2: Date and Time]
- [Option 3: Date and Time]

The deposition will be held at [Location/Address or "via Zoom/Remote Video Conference"]. Please let us know which of these dates works for you and your expert by [Date].

Additionally, please produce the expert's complete file, including their current curriculum vitae, fee schedule, and any reports or materials relied upon in this case, at least [Number] days prior to the deposition.

We look forward to hearing from you.

Sincerely,

[Your Signature]
[Your Printed Name]