

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Opposing Counsel Name]

[Opposing Law Firm Name]

[Address]

[City, State, Zip Code]

Re: [Case Name]

Case No.: [Case Number]

Dear [Counsel Last Name],

I am writing to follow up on my previous request for available deposition dates for [Name of Deponent(s)].

As of this date, we have not yet received your firm's availability. To ensure that discovery stays on schedule and that we meet the court's deadlines, please provide a list of available dates for the month of [Month, Year].

Specifically, we are looking to schedule the following depositions:

- [Deponent Name 1]
- [Deponent Name 2]

Please provide your response by [Date] so that we may finalize the scheduling and issue the formal Notices of Deposition. If we do not hear from you by this time, we will be forced to notice the depositions for dates of our choosing based on our calendar availability.

Thank you for your prompt attention to this matter. I look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Printed Name]