

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Recipient Name]

[Recipient Law Firm/Agency]

[Address]

[City, State, Zip Code]

RE: [Case Name/Caption]

Case Number: [Court Case Number]

Witness: [Name of Deponent]

Dear [Recipient Name],

This letter serves to confirm the scheduling of the videotaped deposition for [Name of Deponent]. The details are as follows:

- **Date:** [Date of Deposition]
- **Time:** [Start Time]
- **Location:** [Physical Address or Virtual Link Information]
- **Court Reporting Agency:** [Agency Name]
- **Videography Service:** [Agency Name]

Pursuant to the Rules of Civil Procedure, notice is hereby given that this deposition will be recorded by stenographic means and via shorthand, and will also be videotaped for use at trial.

Please find the formal Notice of Deposition attached to this correspondence. If there are any conflicts with this scheduled date or time, please contact our office immediately to discuss rescheduling.

Sincerely,

[Your Signature]

[Your Printed Name]