

[Your Name/Law Firm Address]

[Date]

[Opposing Counsel Name]  
[Opposing Counsel Firm Address]

Re: [Case Name]  
Case No.: [Case Number]

Dear [Opposing Counsel Name],

I am writing to coordinate the deposition of [Name of Deponent] in the above-referenced matter.

Our office is available to conduct this deposition on the following dates and times:

- [Date 1] at [Time]
- [Date 2] at [Time]
- [Date 3] at [Time]

Please let me know by the close of business on [Date] if any of these dates work for you and your client. If none of these dates are convenient, please provide a list of alternative dates within the next thirty days.

We intend to conduct this deposition [virtually/in-person at our office].

I look forward to hearing from you.

Sincerely,

[Your Name]