

[Attorney Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: [Case Name and Docket Number]

Dear [Client Name],

As part of the discovery phase of your case, the opposing party has requested to take your deposition. A deposition is a formal proceeding where you provide testimony under oath before a court reporter. The testimony given has the same force and effect as if it were given in a courtroom before a judge and jury.

Deposition Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Physical Address or Virtual Link]

Preparation Meeting:

To ensure you are fully prepared, we must meet in advance to review the facts of the case, the documents involved, and the types of questions you are likely to be asked. Our preparation meeting is scheduled for:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Physical Address or Virtual Link]

General Instructions:

- Always tell the truth.
- Listen carefully to the entire question before answering.
- If you do not understand a question, ask for clarification.
- Only answer the question asked; do not volunteer extra information.
- If I interpose an objection, please stop speaking and wait for my instruction before continuing.

Please confirm your availability for both the preparation meeting and the deposition by contacting our office at [Phone Number] or via email at [Email Address].

Sincerely,

[Attorney Signature]

[Attorney Printed Name]