

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Opposing Counsel Name]

[Firm Name]

[Address]

[City, State, Zip Code]

RE: [Case Name]

Case No.: [Court Case Number]

Subject: Notice of Non-Appearance - Deposition of [Witness Name]

Dear [Counsel Last Name],

This letter serves as formal notice regarding the deposition of [Witness Name], which was scheduled to take place on [Date] at [Time] at [Location/Via Remote Platform].

Despite being properly noticed on [Date Notice Served], the witness failed to appear for the deposition. My office waited until [Time] before concluding the session and requesting a Certificate of Non-Appearance from the court reporter.

Please advise by the close of business on [Date] whether you intend to produce the witness voluntarily for a rescheduled date. If I do not hear from you by that time, we will proceed with a Motion to Compel and seek all available sanctions, including but not limited to, the costs of the court reporter, videographer, and reasonable attorney's fees incurred due to this failure to appear.

I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]

cc: [Client Name/File]