

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Opposing Counsel Name]

[Law Firm Name]

[Address]

[City, State, Zip Code]

**RE: [Case Name]**

**Case Number: [Case Number]**

Dear [Counsel Name],

This letter serves to confirm the scheduling of the remote video deposition for the following individual:

**Witness:** [Witness Name]

**Date:** [Date of Deposition]

**Time:** [Start Time] [Time Zone]

**Location:** Remote via [Platform Name, e.g., Zoom/Webex]

Enclosed please find the Formal Notice of Deposition. This deposition will be conducted remotely pursuant to [State/Federal Rule Number] and will be recorded via video and stenographic means.

**Connection Details:**

The link to join the video conference is provided below:

[Insert Link/URL]

Meeting ID: [Meeting ID]

Passcode: [Passcode]

**Exhibits:**

We intend to use digital exhibits during the deposition. We will provide these via [ShareFile/Email/Platform Feature] shortly before or during the proceedings. If you have specific protocols for the electronic handling of exhibits, please let us know by [Date].

Please confirm your receipt of this notice and the availability of the witness. If you have any questions regarding the technology or logistics, please contact our office.

Sincerely,

[Your Signature]

[Your Printed Name]

cc: [Court Reporter Company Name]

Enclosure: Notice of Deposition