

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: [Case Name and Case Number]

Subject: Review of Deposition Transcript

Dear [Client Name],

Enclosed please find a copy of the transcript from your deposition taken on [Date].

As we prepare for trial, it is vital that you review this document for any errors made by the court reporter. Please read the transcript carefully and check for the following:

- Incorrect spelling of names or technical terms;
- Transcription errors that change the meaning of your testimony;
- Omissions of words that significantly alter your answers.

Also enclosed is a "Deposition Errata Sheet." If you find any errors, please list the page number, the line number, the current text, and the corrected text on this sheet. You must also provide a brief reason for each change.

Please do not mark or write directly on the original transcript. Once you have completed your review, please sign the Errata Sheet in the presence of a notary and return it to our office by [Deadline Date].

Reviewing this transcript is also an excellent way to refresh your memory before trial. If you have any questions regarding this process, please contact my office at [Phone Number].

Sincerely,

[Attorney Name]

[Law Firm Name]

Enclosures: Deposition Transcript; Errata Sheet