

Date: [Insert Date]

TO: [Witness Name]

ADDRESS: [Witness Address]

RE: Final Preparation for Testimony - [Case Name/Case Number]

Dear [Witness Name],

As our scheduled hearing/trial date of [Date] approaches, this letter serves as a final guide for your testimony. Our final preparation meeting is scheduled for [Time] on [Date] at [Location/Link].

Key Objectives for Your Testimony:

- To provide a truthful and accurate account of [Specific Subject Matter].
- To clarify the events regarding [Specific Incident].
- To identify and authenticate the following documents: [List Exhibits].

General Guidelines for Testifying:

- **Tell the Truth:** This is your most important obligation.
- **Listen Carefully:** Wait for the entire question to be asked before answering.
- **Be Concise:** Answer only the question asked. Do not volunteer extra information.
- **Clarification:** If you do not understand a question, ask the attorney to repeat or rephrase it.
- **Stay Calm:** Maintain a professional demeanor, even during cross-examination.

Logistics:

Location: [Courtroom Address and Room Number]

Arrival Time: [Time]

Dress Code: [e.g., Business Professional]

Please bring a photo ID and any documents we have specifically requested you to review. Do not bring outside notes to the witness stand unless previously instructed.

If you have any urgent questions before our meeting, please contact me at [Phone Number] or [Email].

Sincerely,

[Your Name]

[Your Title]

[Firm/Organization Name]