

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Opposing Counsel Name]

[Opposing Counsel Law Firm]

[Address]

[City, State, Zip Code]

RE: [Case Name / Case Number]

Dear [Counsel Name],

I am writing to provide an update regarding the scheduling of the upcoming deposition(s) in the above-referenced matter.

Following our recent communications, we have confirmed the following details:

- **Deponent:** [Name of Witness]
- **Date:** [Date of Deposition]
- **Time:** [Start Time]
- **Location:** [Physical Address or Virtual Link Information]
- **Court Reporter/Videographer:** [Agency Name, if confirmed]

[Optional: Please let us know if you require any specific accommodations or if there are any conflicts with the proposed dates listed above by end of business on (Date).]

We are currently finalizing the formal Notice of Deposition and will serve it upon your office shortly. If you have any questions or need to discuss further adjustments to the calendar, please contact me directly.

Sincerely,

[Your Signature]

[Your Printed Name]