[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/Caption]
Court Case No.: [Case Number]

Dear [Name],

This letter serves as a formal request to schedule the deposition(s) of the following individual(s) in the above-referenced matter:

- [Name of Deponent 1]
- [Name of Deponent 2]

Please provide your availability, and the availability of your client(s), for a deposition on the following proposed dates and times:

- [Proposed Date 1] at [Time]
- [Proposed Date 2] at [Time]
- [Proposed Date 3] at [Time]

The deposition will be held at [Location Name/Address] or via [Remote Platform Name, e.g., Zoom]. We will provide a court reporter and/or videographer for the proceeding.

Please confirm which of the above dates works for your schedule by [Deadline Date]. If none of these dates are convenient, please provide three alternative dates within the next [Number] days.

Thank you for your cooperation in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]