Date: [Insert Date]

To: [Video Services Provider Name]
Attn: [Contact Person]
Address: [Company Address]

RE: Letter of Instruction for Video Deposition
Case Name: [Case Name]
Case Number: [Court Case Number]

Dear [Contact Person],

This letter serves as formal instruction for your firm to provide videography services for the upcoming deposition in the above-referenced matter.

Deposition Details:

- **Witness Name:** [Witness Name]
- **Date:** [Date of Deposition]
- **Start Time:** [Start Time]
- **Location:** [Physical Address or Zoom/Virtual Link]

Technical Requirements:

- Standard high-definition video recording.
- Professional audio capture with individual microphones for the witness and questioning attorneys.
- Time-stamp overlay on the video recording.
- [Optional] Synchronized transcript capability.
- [Optional] Livestreaming services for remote participants.

Deliverables:

- Electronic delivery of the raw video file (MPEG or MP4 format).
- DVD or USB copies upon request.
- Certified video transcript (if applicable).

Billing Instructions:
Please send all invoices directly to [Law Firm Name / Billing Contact] at [Email Address/Mailing Address]. Refer to Case No. [Number] on all correspondence.

Please confirm your availability and receipt of these instructions by replying to [Your Email] or calling [Your Phone Number].

Sincerely,

[Your Name]
[Your Title]
[Law Firm Name]