DATE: [Insert Date]

TO: [Insert Name of Court Reporting Agency/Videographer]

ATTN: [Insert Contact Person Name]

VIA: [Insert Method of Delivery, e.g., Email/Fax]

RE: Notice of Cancellation of Deposition

Case Name: [Insert Case Name, e.g., Smith v. Jones]

Case Number: [Insert Case/Docket Number]

Deponent: [Insert Name of Person to be Deposed]

Original Date/Time: [Insert Date and Time]

Dear [Insert Name],

Please be advised that the deposition of [Insert Deponent Name], originally scheduled for [Insert Date] at [Insert Time], has been **CANCELLED**.

Please take the following actions immediately:

- Cancel the appearance of the court reporter and/or videographer.
- Cancel any room reservations or technical links (Zoom/WebEx) associated with this deposition.
- Acknowledge receipt of this cancellation notice by replying to this email or calling our office at [Insert Phone Number].

If there are any late cancellation fees or outstanding invoices related to this specific scheduling, please forward the invoice to [Insert Email Address/Mailing Address] for review and processing.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Law Firm/Company Name]
[Your Phone Number]