

[Your Law Firm Name]  
[Street Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Videographer Name/Company]  
[Address]  
[City, State, Zip Code]

**RE: LETTER OF INSTRUCTION - RUSH/EXPEDITED PROCESSING**

**Case Name:** [Case Name]  
**Case Number:** [Court Case Number]  
**Deponent:** [Name of Person Deposed]  
**Date of Deposition:** [Date]

Dear [Videographer Name],

This letter serves as a formal instruction to process the video recording of the above-referenced deposition on a **RUSH/EXPEDITED** basis.

Please provide the following deliverables:

- High-quality digital video file (MP4/MPEG format) via secure download link.
- Synchronized video-to-transcript files (if applicable/requested).
- One (1) physical copy on USB flash drive (if requested).

**Deadline for Delivery:** No later than [Time] on [Date].

We understand that an expedited fee applies to this request. Please ensure all invoices are sent to [Billing Contact Name/Email] and reference the case name provided above.

Please confirm receipt of this instruction and your ability to meet the requested deadline by replying to this email or calling our office at [Phone Number].

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]