

[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]
Case Number: [Court Case Number]

Dear [Counsel Name],

Please find enclosed the Amended Notice of Deposition for [Name of Deponent] in the above-referenced matter.

This amended notice has been issued to reflect changes regarding the [Select: Date / Time / Location / Manner of Testimony] of the deposition. The deposition is now scheduled to take place as follows:

- **Date:** [New Date]
- **Time:** [New Time]
- **Location:** [New Physical Address or Remote Log-in Details]

Please update your records accordingly. If you have any questions or if there is a conflict with this updated schedule, please contact my office immediately.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: Amended Notice of Deposition