

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

[Date]

[Opposing Counsel Name]
[Law Firm Name]
[Address]
[City, State, Zip Code]

RE: [Case Name]
Case No.: [Court Case Number]

Dear [Counsel Name],

Please find enclosed the Notice of Taking Deposition of the Corporate Representative of [Name of Entity] pursuant to [Insert Applicable State or Federal Rule, e.g., FRCP 30(b)(6)].

The deposition is currently scheduled for the following date and location:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Physical Address or Virtual Platform Link]

Pursuant to the attached Notice, [Name of Entity] is required to designate one or more officers, directors, managing agents, or other persons who consent to testify on its behalf regarding the specific areas of inquiry set forth in the "Topics of Examination" exhibit attached hereto.

Please provide the identity of the designated representative(s) and their respective topics no later than [Date/Number of days] prior to the deposition. If you have any questions or have a conflict with the proposed date, please contact my office immediately to coordinate an alternative time.

Sincerely,

[Your Signature]

[Your Printed Name]

NOTICE OF DEPOSITION

TO: [Entity Name] and their Counsel of Record

PLEASE TAKE NOTICE that, pursuant to [Rule Number], the Plaintiff/Defendant will take the deposition of the Corporate Representative(s) of [Entity Name] at the date and time specified above. The deposition will be recorded by stenographic means and [Optional: Videotape/Audiovisual means] before a certified shorthand reporter.

EXHIBIT A: TOPICS OF EXAMINATION

1. [Topic 1]
2. [Topic 2]
3. [Topic 3]

EXHIBIT B: REQUEST FOR PRODUCTION OF DOCUMENTS

The Designee is required to produce the following documents at the time of deposition:

1. [Document Request 1]
2. [Document Request 2]