

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Witness Name]

[Witness Address]

[City, State, Zip Code]

RE: Notice of Deposition - [Case Name/Matter Number]

Dear [Witness Name],

Please be advised that your deposition is being requested in connection with the legal matter referenced above. Enclosed with this letter, you will find a formal Subpoena and Notice of Deposition.

The deposition is scheduled to take place at the following time and location:

- **Date:** [Date of Deposition]
- **Time:** [Time of Deposition]
- **Location:** [Physical Address or Virtual Link Information]

A court reporter will be present to record your testimony under oath. If the subpoena requires you to produce documents, please bring clear copies of all requested items listed in the "Schedule A" or "Required Documents" section of the attachment.

If you have legal representation, please provide this notice to your attorney immediately. If you have any questions regarding the scheduling, please contact our office at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Firm Name]

Enclosures:

Subpoena Ad Testificandum / Duces Tecum

Notice of Deposition