

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

[Date]

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

RE: [Case Name]
Case Number: [Court Case Number]

Dear [Counsel Name],

This letter serves to formally confirm the rescheduling of the deposition of [Name of Deponent], originally scheduled for [Original Date and Time].

Pursuant to our recent [conversation/correspondence] on [Date], the deposition has been rescheduled for the following date and location:

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

Enclosed please find the Amended Notice of Deposition reflecting these changes. All other terms and production requirements set forth in the original notice remain in effect.

Please contact my office immediately if there are any further conflicts regarding this new schedule.

Sincerely,

[Your Signature]
[Your Printed Name]

cc: [List of other parties served]