

[Your Name/Law Firm]  
[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 No.: [Court Case Number]

Dear [Counsel Name],

Please be advised that the deposition of [Name of Deponent], currently scheduled for [Date] at [Time], is hereby cancelled.

[Optional: State reason for cancellation, e.g., The parties have reached a settlement / The witness is no longer available].

We will contact your office shortly to discuss rescheduling this matter, if necessary. Please notify your court reporter and any other relevant parties of this cancellation to avoid unnecessary appearance fees.

Thank you for your cooperation.

Sincerely,

[Your Signature]  
[Your Printed Name]

cc: [List names of other parties served]