

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Court Reporter Name/Agency Name]

[Address]

[City, State, Zip Code]

RE: Notice of Settlement and Cancellation of Services

Case Name: [Case Name]

Case Number: [Case Number]

Deposition/Hearing Date: [Scheduled Date]

Dear [Court Reporter Name],

Please be advised that the above-referenced matter has reached a settlement. Consequently, the [deposition/hearing] scheduled for [Date] at [Time] is hereby canceled.

Please confirm receipt of this notice and advise if there are any outstanding cancellation fees or invoices that need to be addressed. If a transcript was currently in progress, please cease production immediately and bill us for the work completed to date.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]