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

[Date]

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

RE: [Case Name / Caption]
Case Number: [Case Number]

Dear [Counsel Last Name],

Please find enclosed the Notice of Taking Deposition of **[Name of Deponent]** in the above-referenced matter.

The deposition is scheduled to take place on **[Date]** at **[Time]**. The location of the deposition will be:

[Physical Address or Remote Video Platform Link]

The deposition will be recorded by a certified shorthand reporter and may also be recorded via [Video/Audio] for use at trial. [Include if applicable: Please note that the deponent is required to produce the documents listed in the attached Exhibit A at the time of the deposition.]

Please contact my office to confirm your attendance or if you have any scheduling conflicts regarding this date.

Sincerely,

[Your Name]
Counsel for [Plaintiff/Defendant]

Enclosure: Notice of Deposition