Legal Deposition Letter Of Client Scheduled

[date]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Client]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[address]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[City, State, Zip]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Re:       Deposition Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_v\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_County \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Court, Cause Number\_\_\_\_\_\_\_

Dear [name] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

This letter is to advise or confirm that your deposition has been scheduled in the above case for the \_\_\_\_ day of , \_\_\_\_\_\_\_\_\_\_ 20 at [time] in [our office] [the office of the attorney for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , located at \_\_\_\_\_\_\_\_\_\_\_ ].

[Please be at \_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_ [time] to discuss and attend the deposition.] [You must bring the following documents to the deposition:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Of course, we need to review the documents prior to the deposition and therefore we need to meet to discuss them. Please call me office for an appointment.]

Please read the attached Deposition Information Sheet I have prepared prior to the deposition.

With kindest regards, I am

Sincerely yours,

\_\_\_\_\_\_\_\_\_\_\_\_\_

[Attorney]

cc: file