

# Notice of Pre-Trial Deposition Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

## Re: Notice of Pre-Trial Deposition Request

Dear [Recipient's Name],

This letter serves as formal notice of my request to schedule a pre-trial deposition in the matter of [Case Name/Number]. Pursuant to [Rule/Statute], I request that you provide your availability for a deposition to be conducted on or before [Date].

The deposition will cover the following topics:

- [Topic 1]
- [Topic 2]
- [Topic 3]

Please confirm your availability at your earliest convenience so that we may coordinate an appropriate time and location for the deposition.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]