

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your deposition as a witness in the matter of [Case Name/Number]. Your testimony is crucial, and we urgently need to schedule this deposition at your earliest convenience.

We propose the following dates and times for the deposition:

- [Date 1] at [Time]
- [Date 2] at [Time]
- [Date 3] at [Time]

If none of these dates work for you, please let us know your availability, and we will do our best to accommodate your schedule.

Thank you for your attention to this urgent matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]