

Witness Deposition Confirmation

Date: [Date]

To: [Witness Name]

[Witness Address]

Dear [Witness Name],

We are writing to confirm your deposition scheduled for [Date] at [Time]. The deposition will take place at [Location]. Please arrive 15 minutes early to allow for check-in and any necessary paperwork.

As a reminder, you will be required to testify regarding [brief description of the case or matter]. If you have any documents or materials relevant to your testimony, please bring them with you.

If you have any questions or if you are unable to attend for any reason, please contact us at [Contact Information] as soon as possible.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Firm/Organization Name]

[Contact Information]