

Witness Deposition Location Details

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Witness Deposition Location Details

Deposition Information

We would like to inform you of the details regarding the upcoming witness deposition:

Witness Name:

[Insert Witness Name]

Deposition Date:

[Insert Deposition Date]

Location:

[Insert Location Address]

Time:

[Insert Start Time] - [Insert End Time]

Contact Person:

[Insert Contact Person Name and Contact Information]

Additional Notes

Please ensure to arrive 15 minutes early to the location and bring any necessary documents.

Thank you,

[Your Name]

[Your Title]

[Your Contact Information]