

Witness Deposition Participation Instructions

Date: [Insert Date]

To: [Witness Name]

Address: [Witness Address]

Dear [Witness Name],

We are writing to provide you with important instructions regarding your upcoming participation in a deposition scheduled for [insert date] at [insert time and location].

Instructions:

1. Please arrive at least [insert time] minutes early to allow for check-in and preparation.
2. Bring any documents or materials requested in the subpoena.
3. Dress appropriately for a legal setting; business attire is recommended.
4. Be prepared to answer questions clearly and truthfully. If you do not understand a question, it is acceptable to ask for clarification.
5. You may have legal representation present during the deposition.

If you have any questions or need to reschedule, please contact us at [insert contact information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Law Firm]

[Contact Information]