

Witness Deposition Reminder

Dear [Witness's Name],

This is a friendly reminder regarding your upcoming deposition scheduled for [Date] at [Time].
The location will be [Location].

Please ensure that you arrive at least 15 minutes earlier to allow for check-in procedures. Should you have any questions or require further assistance, do not hesitate to reach out to us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]