

Letter of Rescheduling for Witness Deposition

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that due to unforeseen circumstances, we need to reschedule the deposition originally planned for [Original Date] at [Original Time].

We kindly request to reschedule this deposition to [Proposed New Date] at [Proposed New Time]. Please let us know if this new time works for you, or if there are any other preferred times that you might have.

We apologize for any inconvenience this may cause and appreciate your understanding and flexibility in this matter.

Thank you for your attention to this issue, and we look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]