

Witness Deposition Scheduling Notice

Date: [Insert Date]

[Witness Name]

[Witness Address]

Dear [Witness Name],

We are writing to inform you that a deposition has been scheduled in relation to the case of [Case Name/Number]. Your presence as a witness is required. Below are the details of the deposition:

Date: [Insert Deposition Date]

Time: [Insert Deposition Time]

Location: [Insert Deposition Location]

Please confirm your availability for the scheduled date and time. If you have any questions or require further assistance, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]