

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

DATE

NAME
ADDRESS LINE 1
ADDRESS LINE 2
CITY, STATE ZIP CODE

Re: Estate of

Dear :

We would like to take the deposition of during the week of or . Please consult with your client and inform me as to which days he would be available. We would like to tape record the deposition rather than using a court reporter if you have no objection.

We look forward to hearing from you soon regarding this matter.

Sincerely,

BY:

pc: :