

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

D A T E

N A M E
C O M P A N Y
A D D R E S S L I N E
C I T Y, S T A T E Z I P C O D E

RE:

vs.

Cause No. ; Circuit Court of County,

Dear N A M E:

Enclosed herewith please find a copy of the Re-Notice of Rule 30(b)(6) Deposition which has been filed by the Plaintiff in the above referenced case. As you will note, the deposition has been scheduled for D A T E beginning at a.m. in C I T Y.

Please contact me at your earliest convenience so that we can discuss this matter.

Sincerely,

by:

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Enclosure