

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 Name

Dear Name:

Enclosed herewith please find copies of a Notice of Deposition for Name and Name. As you will note, Name deposition is scheduled for Time and Name deposition is scheduled for Time on Date.

At this time, I believe that it would be advisable for both me and you to attend the deposition. I do not anticipate either person any question, however, I would like to have you there to hear your deposition testimony in the event that we take their deposition in the future or have to cross-examine them at trial.

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

Sincerely,

Name

BY:

Name

/
Enclosure