**Sample Deposition Scheduling Letter**

June 20, 20—

Mr. John J. Client   
123 Main Street   
Anytown, Louisiana 45678

RE: Deposition

Our File

Dear Mr. Client:

Your discovery deposition has been scheduled for at \_\_\_\_\_\_ o’clock here in our offices. I will meet with you in our office at o’clock, one hour prior to the deposition, to answer any questions you may have concerning this matter. Please review the enclosed Deposition Instructions before we meet.

I look forward to seeing you on for your deposition. Until then, if you have any questions, please feel free to call.

Sincerely, FIRM NAME

Attorney Name

Enclosure

**PRACTICE AID GUIDE:** The Essentials of Law Office Management

**CHAPTER 4** Maintaining the Attorney-Client Relationship and Law Office Procedure

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