

[Your Name/Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Address]

[City, State, Zip Code]

RE: Expert Witness Evaluation - [Case Name/Number]

Dear [Recipient Name],

I have completed my initial evaluation of [Expert Name] regarding their suitability to serve as an expert witness in the matter of [Case Name]. My assessment is based on a review of their curriculum vitae, previous deposition transcripts, published works, and a preliminary interview.

1. Qualifications and Expertise

[Expert Name] possesses significant experience in [Specific Field]. Their educational background includes [Degrees/Certifications], and they have spent [Number] years practicing in the industry. Their technical knowledge appears [sufficient/exceptional] for the requirements of this case.

2. Prior Testimony and Credibility

A review of past testimony indicates that the expert has appeared in [Number] cases. There is no evidence of previous *Daubert* challenges or disqualifications. The expert maintains a professional demeanor and demonstrates the ability to explain complex concepts in terms accessible to a jury.

3. Potential Conflicts of Interest

[Identify any conflicts found or state: "No conflicts of interest were identified during the screening process."]

4. Preliminary Opinion

Based on the case materials provided, [Expert Name] believes that [summarize the expert's initial take on the merits of the case]. They have identified [Specific Strength] as a key asset to our argument and [Specific Weakness] as a potential area of cross-examination.

Conclusion

I [recommend/do not recommend] retaining [Expert Name] for this matter. Please let me know if

you would like to schedule a formal introductory meeting or proceed with the retention agreement.

Sincerely,

[Your Signature]

[Your Printed Name]