

[Your Name/Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Expert Witness Name]

[Expert Title/Organization]

[Address]

[City, State, Zip Code]

RE: [Case Name vs. Case Name] | [Court Docket Number]

Dear [Expert Name],

I am writing to provide you with a formal update regarding the progress of the discovery phase in the above-referenced matter.

Current Status:

To date, we have [summarize status, e.g., completed initial document production and received responses from the opposing party]. We are currently in the process of [e.g., scheduling depositions / reviewing supplemental records].

New Materials for Review:

Enclosed with this letter, please find the following additional materials that have been produced during discovery:

- [Description of Document/Record 1]
- [Description of Document/Record 2]
- [Transcripts of Deposition of Name]

Please review these items to determine if they impact your preliminary findings or the opinions you intend to offer at trial.

Upcoming Deadlines:

Please take note of the following court-mandated dates:

- **Expert Disclosure Deadline:** [Date]
- **Expert Report Due Date:** [Date]
- **Discovery Completion Date:** [Date]
- **Anticipated Deposition Window:** [Dates]

Action Required:

Please acknowledge receipt of these materials. If you require additional information or if your

schedule has changed regarding the deadlines listed above, please contact our office immediately.

Thank you for your continued assistance in this matter.

Sincerely,

[Signature]

[Your Name]

[Your Title]