

[Expert Name]
[Expert Title/Credentials]
[Organization Name]
[Date]

[Attorney Name]
[Law Firm Name]
[Address Line 1]
[Address Line 2]

Re: Status Update for Expert Report - [Case Name/Reference Number]

Dear [Attorney Name],

I am writing to provide a formal update regarding the progress of my expert witness report for the aforementioned matter.

Current Progress:

I have completed the initial review of the following materials:

- [Material 1, e.g., Deposition Transcripts]
- [Material 2, e.g., Medical Records/Technical Specs]
- [Material 3, e.g., Site Inspection Notes]

The drafting phase is currently [Percentage]% complete.

Outstanding Items:

To finalize my conclusions, I still require the following information:

- [Item 1]
- [Item 2]

Timeline:

Based on the current schedule, I anticipate delivering a preliminary draft for your review by [Date]. I remain on track to meet the final submission deadline of [Deadline Date].

Please contact me if there are any changes to the discovery schedule or if you have additional documents for my review.

Sincerely,

[Signature]
[Expert Name]