

[Date]

[Expert Name]

[Expert Firm Name]

[Address]

[City, State, Zip Code]

**RE: Letter of Instruction - [Case Name / Matter Reference Number]**

Dear [Expert Name],

We are writing to formally instruct you to act as a financial forensics expert witness on behalf of [Client Name] in relation to the above-referenced matter.

### **1. Background**

[Provide a brief summary of the legal dispute, the parties involved, and the key financial allegations.]

### **2. Objectives and Scope of Work**

Your primary objective is to conduct an independent forensic analysis of the financial records provided. Specifically, you are requested to:

- [Task 1: e.g., Identify and trace the flow of funds between accounts X and Y.]
- [Task 2: e.g., Quantify the alleged financial loss or damages sustained.]
- [Task 3: e.g., Review and critique the opposing expert's report dated [Date].]
- [Task 4: e.g., Determine if any unauthorized transactions occurred during the period of [Date] to [Date].]

### **3. Documentation and Evidence**

Accompanying this letter are the following documents for your review:

- [Document List Item 1]
- [Document List Item 2]
- [Document List Item 3]

Please notify us immediately if you require additional documentation to complete your analysis.

### **4. Reporting Requirements**

We require a written expert report that complies with [State/Federal/Local] Rules of Civil Procedure. Your report should include:

- A summary of your findings and opinions.
- The methodology used in your investigation.
- A list of all documents and data relied upon.
- Your professional curriculum vitae and a statement of your qualifications.

## **5. Timeline**

The current schedule for this matter is as follows:

- Preliminary findings due by: [Date]
- Draft report for review by: [Date]
- Final signed report deadline: [Date]
- Trial/Hearing date (tentative): [Date]

## **6. Fees and Terms**

Your services will be remunerated in accordance with your fee schedule dated [Date]. All invoices should be sent to [Billing Contact Name] at [Email Address].

## **7. Confidentiality**

All information provided to you and all work product generated by you must be kept strictly confidential and may not be disclosed to any third party without our express written consent.

Please confirm your acceptance of these instructions and confirm that you have no conflicts of interest regarding the parties involved.

Yours sincerely,

[Your Name]

[Your Title/Law Firm Name]