

[Date]

[Expert Name]

[Expert Title/Company]

[Address]

[City, State, Zip Code]

**RE: [Case Name / Reference Number]**

Dear [Expert Name],

### **1. Introduction**

I am writing to formally instruct you to act as an independent structural engineering expert witness in the matter of [Case Name]. This letter sets out your scope of work and the requirements for your expert report.

### **2. Background**

The dispute concerns [briefly describe the project, e.g., a residential collapse, foundation failure, or warehouse construction defect]. The primary parties involved are [Party A] and [Party B]. The property is located at [Address/Location].

### **3. Scope of Instructions**

You are requested to investigate and provide your professional opinion on the following matters:

- Determine the cause of the [specific structural failure or defect].
- Assess whether the design and construction complied with [relevant Building Codes/Standards].
- Review the structural drawings and specifications provided in the bundle.
- Identify whether the failure resulted from design errors, material defects, or poor workmanship.
- Provide a high-level estimate of the remedial works required to restore structural integrity.

### **4. Documentation**

To assist your investigation, we have enclosed the following documents:

- Architectural and Structural Drawings (dated [Date]).
- Geotechnical / Soil Investigation Reports.
- Site photographs and inspection logs.
- Correspondence between the parties.

### **5. Expert Duties and Reporting**

Your primary duty is to the Court. Your report must be objective, unbiased, and comply with [relevant Civil Procedure Rules]. Please include:

- A summary of your professional qualifications.

- Details of any site inspections conducted.
- A statement of truth.

## **6. Timeline and Fees**

We require your preliminary findings by [Date] and your final signed report by [Date]. Your fees are agreed at [Rate/Lump Sum] as per your fee proposal dated [Date].

Please acknowledge receipt of these instructions and confirm that you have no conflict of interest in this matter.

Yours sincerely,

[Your Name]

[Your Title/Law Firm]