

[Your Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[Date]

[Expert's Name]
[Expert's Company]
[Address Line 1]
[Address Line 2]

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

Dear [Expert Name],

1. Introduction

I am writing to formally instruct you to act as an independent cyber security expert witness in the matter of [Case Name]. This case involves [briefly state if it is a data breach, hacking incident, IP theft, or forensic analysis].

2. Background

The core of this dispute relates to [Brief summary of the facts and the incident that occurred]. The parties involved are [Party A] and [Party B].

3. Scope of Work and Questions

You are requested to provide your expert opinion on the following matters:

- Analyze the digital evidence provided to determine the point of entry for the unauthorized access.
- Assess whether the security protocols in place met the industry standard of [e.g., ISO 27001 / NIST] at the time of the incident.
- Identify any evidence of data exfiltration or manipulation.
- Evaluate the adequacy of the incident response plan executed by [Party Name].

4. Documentation and Evidence

Enclosed/Attached are the following materials for your review:

- [List Item 1: e.g., Server Logs]
- [List Item 2: e.g., Hard Drive Images]
- [List Item 3: e.g., Witness Statements]

5. Expert Duties

Your primary duty is to the Court. Your report must be independent, objective, and unbiased. Please ensure your report complies with [Insert relevant Civil Procedure Rules, e.g., Part 35].

6. Timeline

We require your preliminary findings by [Date] and your final signed report no later than [Date].

7. Fees

Your work will be compensated at the agreed rate of [Rate]. Please notify us immediately if the scope of work requires additional hours beyond the initial estimate.

Please confirm receipt of these instructions and your ability to meet the deadlines.

Yours sincerely,

[Your Signature]

[Your Printed Name]