

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Expert Name]

[Expert Title/Company]

[Address]

[City, State, Zip Code]

RE: Letter of Instruction - Traffic Collision Reconstruction

Case Name: [Case Name/Reference Number]

Date of Incident: [Date of Accident]

Dear [Expert Name],

This letter serves as your formal instruction to act as an independent expert witness in the above-referenced matter. We represent [Plaintiff/Defendant Name] regarding a motor vehicle collision that occurred at [Location/Intersection].

1. Scope of Work

We require you to conduct a comprehensive reconstruction of the collision. Specifically, we ask that you determine:

- The pre-impact speeds of the involved vehicles;
- The point of impact and final rest positions;
- The sequence of events leading to the collision;
- The visibility, lighting, and environmental factors present at the time;
- Any potential contributory factors such as mechanical failure or driver reaction times.

2. Documentation Provided

Enclosed for your review are the following materials:

- Police Accident Report;
- Photographs of the scene and vehicle damage;
- Witness statements;
- CCTV or Dashcam footage (if available);
- Vehicle telematics/EDR data (if available).

3. Reporting Requirements

Please provide a written report detailing your findings, the methodology used, and any simulations or diagrams produced. Your report must comply with [Local Court Rules/Rules of

Civil Procedure] and include a statement of your qualifications and a list of materials relied upon.

4. Administrative Matters

Your work will be billed according to your fee schedule dated [Date]. Please notify us immediately if your investigation requires additional site inspections or vehicle examinations that may exceed the initial budget.

5. Confidentiality

This matter is subject to attorney-client privilege and work-product doctrine. All communications and draft reports should be kept confidential unless otherwise instructed by this office.

Please confirm your receipt of this letter and your ability to meet a deadline of [Due Date] for the initial report.

Sincerely,

[Signature]

[Your Name]

[Your Title]