

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

[Expert Name]
[Expert Title/Organization]
[Address Line 1]
[Address Line 2]

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

Dear [Expert Name],

I am writing to formally instruct you to act as an independent toxicology expert witness in the above-referenced matter. We require your professional opinion regarding [briefly state the core issue, e.g., the effects of substance X on the plaintiff].

1. Background

[Provide a brief summary of the case facts, including dates, incidents, and parties involved.]

2. Documentation Provided

Enclosed are the following materials for your review:

- Medical records of [Name] dated [Date range]
- Laboratory/Blood test results dated [Date]
- Police/Incident reports
- Witness statements
- [List any other relevant documents]

3. Scope of Work / Questions to Address

We request that you provide a written report addressing the following points:

- Analyze the levels of [Substance] found in the samples provided.
- Determine the likely timeframe of ingestion/exposure.
- Assess the probable physiological or cognitive effects of these levels on [Name] at the time of the incident.
- Comment on whether the findings are consistent with [specific claim/defense].
- [Insert any other specific questions].

4. Compliance and Deadlines

Your report must comply with the [Civil/Criminal] Procedure Rules regarding expert evidence. Please include a copy of your current Curriculum Vitae. We require your preliminary findings by [Date] and the final signed report by [Date].

5. Fees

We acknowledge your fee estimate of [Amount] dated [Date]. Please notify us immediately if the scope of work changes or if additional costs are anticipated.

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

Yours sincerely,

[Signature]

[Your Name]

[Your Title]