

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Expert Name]

[Company Name]

[Address]

[City, State, Zip Code]

**RE: Letter of Instruction - Expert Appraisal Services**

**Case Name:** [Case Name]

**Case Number:** [Court Case Number]

**Subject Property:** [Property Address/Legal Description]

Dear [Expert Name],

This letter serves as your formal instruction to act as an expert real estate appraisal witness on behalf of [Client Name] regarding the above-referenced matter.

**1. Scope of Work**

You are requested to perform the following tasks:

- Conduct a formal appraisal of the subject property to determine its Fair Market Value as of [Effective Date of Valuation].
- Identify and analyze [Specific Issues, e.g., highest and best use, damages, or easements].
- Prepare a comprehensive written expert report compliant with [USPAP/Court Rules].
- Provide deposition and/or trial testimony if required.

**2. Materials Provided**

To assist in your valuation, we have enclosed the following documents:

- [Document 1, e.g., Title Report]
- [Document 2, e.g., Previous Appraisals]
- [Document 3, e.g., Site Surveys]

**3. Key Dates and Deadlines**

Please adhere to the following schedule:

- Draft Report Due: [Date]
- Final Signed Report Due: [Date]
- Expert Designation Deadline: [Date]

**4. Confidentiality and Communication**

All communications and work product generated in this matter are confidential and may be protected by attorney-client privilege or work-product doctrine. Please do not discuss this assignment with any third party without my express consent.

**5. Fees and Billing**

Your services will be compensated according to the fee schedule agreed upon on [Date]. Please submit monthly invoices to [Contact Name/Department].

Please sign and return a copy of this letter to acknowledge your receipt of these instructions.

Sincerely,

[Your Signature]

[Your Printed Name]

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**Acknowledgment:**

I accept the instructions as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_