

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

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

Re: Letter of Instruction - Intellectual Property Valuation in the Matter of [Case Name/Reference Number]

Dear [Expert's Name],

We are writing to formally instruct you to act as an expert witness on behalf of [Client Name] in relation to the above-referenced matter. The purpose of this instruction is to obtain an independent expert opinion regarding the valuation of certain intellectual property assets.

1. Background

[Provide a brief summary of the dispute, the parties involved, and the current status of legal proceedings.]

2. The Assets to be Valued

The scope of your valuation should include the following IP assets:

- [Description of Patent, Trademark, Copyright, or Trade Secret]
- [Registration Numbers if applicable]
- [Geographic Scope]

3. Instructions and Questions to be Addressed

You are requested to provide a written report addressing the following:

- Determine the fair market value of the assets as of [Effective Date].
- Calculate the estimated damages or lost profits resulting from [Alleged Infringement/Breach].
- Determine a reasonable royalty rate for the use of the IP.
- Evaluate the methodology used by the opposing party's expert (if applicable).

4. Documentation and Data

We have enclosed the following documents for your review:

- [List Document 1: e.g., Licensing Agreements]
- [List Document 2: e.g., Financial Statements]
- [List Document 3: e.g., Market Research Reports]

Please notify us if you require additional information to complete your assessment.

5. Expert's Duties and Compliance

Your primary duty is to the Court. Your report must be independent, objective, and unbiased. You are required to comply with [Reference Specific Court Rules, e.g., Federal Rule of Civil Procedure 26(a)(2) or Civil Procedure Rules Part 35].

6. Timeline

Please provide a draft of your report by [Draft Date]. The final signed report is required no later than [Final Deadline].

7. Fees

Your services will be remunerated based on [agreed hourly rate/fixed fee]. Please provide an estimate of total costs before commencing work.

Please confirm your acceptance of these instructions and your availability to meet the proposed timeline.

Yours sincerely,

[Signature]

[Printed Name]

[Title]