

[Your Name/Law Firm Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Expert's Name]

[Expert's Firm/Organization]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

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

Dear [Expert's Name],

1. Introduction

I am writing to formally instruct you as an independent ballistics expert in the matter of [Case Name]. We represent [Client Name] in relation to [Criminal/Civil] proceedings currently before the [Name of Court].

2. Case Background

[Provide a brief, objective summary of the facts of the case, including the date, location, and nature of the incident involving firearms or ammunition].

3. Scope of Work and Instructions

We require you to conduct a forensic examination and provide your expert opinion on the following matters:

- [Item 1: e.g., Examination of the recovered firearm to determine functionality.]
- [Item 2: e.g., Comparison of spent shell casings found at the scene with test-fired rounds from the seized weapon.]
- [Item 3: e.g., Analysis of bullet trajectory and distance of fire based on wound patterns/impact marks.]
- [Item 4: e.g., Evaluation of gunshot residue (GSR) evidence.]

4. Documentation and Materials

Enclosed with this letter are the following materials for your review:

- [Police reports/Witness statements]
- [Crime scene photographs/Diagrams]
- [Forensic/Autopsy reports]
- [Chain of custody logs]

[State arrangements for the physical inspection of evidence, if applicable].

5. Expert Report Requirements

Please provide a written report that complies with the [Relevant Court Rules, e.g., Federal Rules of Civil Procedure 26(a)(2)(B)]. Your report should include your qualifications, the methodology used, a summary of your findings, and your final conclusions.

6. Timetable

We require your preliminary findings by [Date] and your completed formal report no later than [Final Deadline Date].

7. Fees and Terms

Your services will be remunerated at the rate of [Agreed Rate] as previously discussed. Please acknowledge receipt of these instructions and confirm your ability to meet the deadlines.

Yours sincerely,

[Your Signature]

[Your Printed Name]

[Title/Position]