

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Expert Name]

[Expert Title/Organization]

[Address]

[City, State, Zip Code]

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

Dear [Expert Name],

1. Introduction

I am writing to formally instruct you to act as an environmental science expert witness in the matter of [Case Name]. This letter sets out the scope of your work, the background of the dispute, and the specific questions we require you to address.

2. Background

[Provide a brief summary of the legal dispute, the parties involved, and the specific environmental site or issue in question].

3. Scope of Work

We require you to conduct a formal assessment and prepare an expert report regarding the following:

- [Specific Task 1, e.g., Soil contamination levels]
- [Specific Task 2, e.g., Ground water migration patterns]
- [Specific Task 3, e.g., Compliance with environmental regulations]

4. Specific Questions to Address

In your report, please provide your professional opinion on the following questions:

1. [Insert Question 1]
2. [Insert Question 2]
3. [Insert Question 3]

5. Documentation

Enclosed are the following documents for your review:

- [Document 1, e.g., Site survey results]
- [Document 2, e.g., Previous environmental audits]
- [Document 3, e.g., Statements of Claim]

6. Expert Duties and Court Requirements

Your primary duty is to the court, providing independent and unbiased opinion within your area of expertise. Your report must comply with [Insert Relevant Court Rules/Civil Procedure Rules].

7. Timeline

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

8. Fees and Terms

Your work will be compensated at the rate of [Rate] as previously agreed. Please acknowledge receipt of this instruction and confirm your availability to meet these deadlines.

Yours sincerely,

[Signature]

[Your Printed Name]

[Your Title]