

[Date]

[Expert Name]
[Expert Address]
[City, Postcode]

RE: [Case Name / Case Number]

Dear [Expert Name],

1. Introduction

We represent [Client Name] in proceedings regarding the welfare of the child, [Child Name], born [Date of Birth]. We wish to formally instruct you to act as an expert witness in these proceedings.

2. Purpose of Instructions

You are requested to provide a psychological assessment of [Child Name] and the family dynamics to assist the court in determining [the child's future residence / contact arrangements / psychological needs].

3. Background Information

[Briefly summarize the family history and the current legal dispute here].

4. Specific Instructions / Questions

Please address the following in your report:

- The child's current emotional and psychological state.
- The nature of the attachment between the child and [Parent A/Parent B].
- The impact of [specific event or allegation] on the child's well-being.
- The child's wishes and feelings, taking into account their age and understanding.
- Recommendations for any therapeutic intervention or support required.

5. Documentation

Enclosed are the following documents for your review:

- Court Orders dated [Date].
- Statements from [Party A] and [Party B].
- School reports and medical records.
- Social work reports (if applicable).

6. Expert Duties

Your primary duty is to the Court. Your report must be independent and comply with [Relevant Court Rules/Code of Practice]. Please include a statement of truth and your curriculum vitae.

7. Timescale and Fees

The final report is required by [Date]. Please confirm your fee estimate for the assessment and any subsequent court attendance.

8. Logistics

Assessments can be conducted at [Location/Online]. Please contact [Name] at [Phone/Email] to arrange appointments.

Yours sincerely,

[Your Name]

[Firm Name]