

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

[Recipient Name]
[Title]
[Company/Organization]
[Address Line 1]
[Address Line 2]

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

Dear [Recipient Name],

Following our recent [meeting/conference/correspondence] on [Date], I am writing to provide formal instructions regarding the established procedural timetable for the above-referenced matter.

Please find the schedule of deadlines outlined below:

- **[Phase 1, e.g., Document Disclosure]:** Due by [Date]
- **[Phase 2, e.g., Exchange of Witness Statements]:** Due by [Date]
- **[Phase 3, e.g., Expert Reports]:** Due by [Date]
- **[Phase 4, e.g., Pre-Trial Review]:** Due by [Date]
- **[Phase 5, e.g., Final Hearing/Trial]:** Scheduled for [Date]

These dates are mandatory and must be strictly adhered to. Should any unforeseen circumstances arise that may prevent compliance with these deadlines, you are instructed to notify this office immediately so that an extension may be sought or the timetable adjusted accordingly.

Please acknowledge receipt of this letter and confirm your agreement to abide by the dates specified above.

Yours sincerely,

[Signature]

[Your Printed Name]
[Your Title]