

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Arbitrator Name]

[Arbitration Firm/Organization Name]

[Address]

[City, State, Zip Code]

RE: [Case Name/Caption] vs. [Respondent Name]

Case Number: [Arbitration Case Number]

Dear [Arbitrator Last Name],

Pursuant to the scheduling order and the rules of the [Arbitration Association Name], [Claimant/Respondent] hereby submits this Letter of Instruction and formal designation regarding expert witnesses for the upcoming arbitration hearing.

1. Identification of Experts

The following individual(s) are designated to provide expert testimony:

- **Expert Name:** [Name]
Field of Expertise: [e.g., Forensic Accounting, Engineering]
Scope of Testimony: [Brief summary of issues to be addressed]

2. Expert Reports and Disclosures

Attached to this letter, please find the following documents for each expert:

- A copy of the expert's formal report dated [Date].
- A current Curriculum Vitae (CV).
- A list of prior testimonies provided within the last four years.
- A statement of compensation being paid for the study and testimony.

3. Proposed Schedule for Expert Testimony

We propose that expert testimony be conducted in the following manner:

- [Option A: Sequential presentation during the party's case-in-chief]
- [Option B: Concurrent evidence/witness conferencing ("Hot-tubbing")]

4. Availability for Pre-Hearing Conference

Should the Arbitrator or opposing counsel require a pre-hearing conference to discuss the scope of expert testimony or any challenges to the experts' qualifications, we are available on [Date] at [Time].

We request that the Arbitrator confirm receipt of these instructions and advise if any further information is required at this time.

Sincerely,

[Your Signature]

[Your Printed Name]

Counsel for [Claimant/Respondent]

cc: [Opposing Counsel Name]