

[Your Name/Law Firm]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

[Opposing Counsel Name]
[Opposing Law Firm]
[Address]
[City, State, Zip Code]

Re: [Case Name]
Case No.: [Case Number]

VIA [Email/U.S. Mail]

Dear [Opposing Counsel Name],

This letter serves as a formal meet and confer regarding the Expert Witness Designation served by your office on [Date].

Upon review of your disclosure, we noted that you failed to provide the compensation information and fee schedules for the following expert(s):

- [Expert Name 1]
- [Expert Name 2]

Pursuant to [Insert State or Federal Civil Procedure Rule, e.g., FRCP 26(a)(2)(B) or CCP 2034.260], a party is required to provide a statement of the compensation to be paid for the expert's study and testimony. The current disclosure is deficient and prevents our firm from properly preparing for and noticing the depositions of these experts.

Please provide the omitted fee schedules and compensation details by [Date/Time]. If we do not receive this information by then, we will be forced to seek the Court's intervention to compel production or move to preclude the experts from testifying.

I am available to discuss this matter further should you have any questions.

Sincerely,

[Your Signature]

[Your Printed Name]