

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Expert Witness Name]

[Expert Title/Organization]

[Address]

[City, State, Zip Code]

Re: Notice of Settlement

Case Name: [Case Name]

Case Number: [Case Number]

Dear [Expert Witness Name],

Please be advised that the above-referenced matter has been settled between the parties. Consequently, your services as an expert witness are no longer required, and any upcoming depositions, hearings, or trial dates have been cancelled.

We kindly request that you submit your final invoice for any outstanding time and expenses incurred up to this date. Please forward the invoice to our office at your earliest convenience to ensure prompt processing and payment.

Additionally, please maintain the confidentiality of all case-related materials in your possession. We will contact you shortly regarding the return or secure destruction of any sensitive documents or evidence previously provided to you.

On behalf of [Client Name], we thank you for your professional assistance and expertise throughout this litigation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title]