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

[Date]

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

Re: [Case Name]
Case Number: [Court Case Number]

Dear [Opposing Counsel Name],

Pursuant to [Insert Applicable Civil Procedure Rule, e.g., Rule 26 of the Federal Rules of Civil Procedure], [Plaintiff/Defendant] hereby designates the following expert witness(es) to testify at the trial of the above-referenced matter:

1. Expert Witness Name: [Name]
Area of Expertise: [Field of Expertise]
Address: [Business Address]
Materials Attached: [Curriculum Vitae / Statement of Compensation / List of Prior Testimony]

2. Expert Witness Name: [Name]
Area of Expertise: [Field of Expertise]
Address: [Business Address]
Materials Attached: [Curriculum Vitae / Statement of Compensation / List of Prior Testimony]

Enclosed with this designation are the written reports prepared and signed by the designated expert(s). These reports contain a complete statement of all opinions to be expressed and the basis and reasons for them, as well as the data or other information considered by the witness in forming them.

Please contact my office if you have any questions or wish to schedule depositions for the aforementioned experts.

Sincerely,

[Your Signature]

[Your Printed Name]
Counsel for [Plaintiff/Defendant]