

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Name
Address Line 1
Address Line 2
City, State Zip Code

Re: Name vs. Name

Dear Name:

Enclosed herewith please find our check in the amount of \$ as your initial retainer for serving as an expert witness on behalf of the Plaintiff in the above referenced matter. It is our understanding that your charge is \$ per hour plus expenses.

I am still in the process of gathering the documents which you requested. I should be in a position to forward these to you early next week.

I appreciate you agreeing to serve as an expert for us in this matter. I look forward to working with you. Should you have any questions or if I can be of assistance in any way, please do not hesitate to call.

Sincerely,

By:

:
Enclosure