

Confirmation of Expert Witness Engagement

Date: [Insert Date]

[Expert's Name]

[Expert's Address]

[City, State, Zip Code]

Dear [Expert's Name],

We are pleased to confirm your engagement as an expert witness for the case [Case Name/Number]. Your expertise in [Expert's Field of Expertise] will be invaluable to our legal team.

As discussed, the scope of your engagement will include:

- Review of relevant documents
- Preparation of expert reports
- Attendance at trial for testimony, if required

The agreed upon fee structure is as follows:

- Hourly Rate: [Insert Rate]
- Retainer Fee: [Insert Fee]

Please confirm your acceptance of this engagement by signing and returning a copy of this letter by [Insert Deadline]. Should you have any questions, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation and support.

Sincerely,

[Your Full Name]

[Your Position]

[Your Company/Organization]

[Company Address]

[City, State, Zip Code]