

Notification of Expert Witness Assignment

Date: [Insert Date]

[Expert Witness Name]

[Expert Witness Address]

[City, State, Zip Code]

Dear [Expert Witness Name],

We are pleased to formally notify you of your assignment as an expert witness in the matter of [Case Name/Number]. Your expertise in [Field of Expertise] is invaluable to our case.

The details of your assignment are as follows:

- **Case Overview:** [Brief description of the case]
- **Expected Responsibilities:** [List of responsibilities]
- **Expected Appearance Date:** [Date]
- **Location:** [Location]

We appreciate your commitment and expertise, and we look forward to your contribution to this case. Please confirm your acceptance of this assignment by [Confirmation Deadline].

Thank you for your collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Law Firm/Organization]

[Contact Information]