

# Notification of Expert Witness Appointment

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that you have been appointed as an expert witness in the matter of [Case Name/Number]. Your expertise in [Field of Expertise] is essential to the case proceedings, and we greatly value your participation.

The details of your appointment are as follows:

- **Case Name:** [Case Name]
- **Hearing Date:** [Date]
- **Location:** [Location]
- **Time:** [Time]

Please confirm your acceptance of this appointment by [Confirmation Deadline]. Should you have any questions or require further information, do not hesitate to reach out.

We look forward to your valuable contributions to this case.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]