

Example

[DATE]

[EXPERT NAME]

[EXPERT ADDRESS]

Re: [Client Name, Court, Case No. XXXX]

Dear [EXPERT],

This letter confirms that you have agreed to provide expert services as directed in the above-referenced case.

These services are to be provided in accordance with the rate and hours as approved by the Investigator/Expert Program of Wayne County's Indigent Defense Services Department. Please do not exceed the approved hours. If you anticipate a need for additional hours, please contact me in advance to discuss.

Please make sure to consult with me prior to preparing a written report.

It is understood between us that all communications between you and me or any member of the defense team [including any communications with the client], are confidential. All documents, records, reports, and work product you review or prepare in connection to this case are also confidential.

Thank you for agreeing to assist in this matter.

Sincerely,

[ATTORNEY NAME]