

## 9. Letter Agreeing Experts Report

Date .....

Your Name  
& Address

The Owner/Company Secretary  
The Builders  
Any Road  
Anywhere X12 3YZ

Dear Sirs,

### Re: Disputed Cause of Action

The outstanding issue of our dispute concerning the above appears to be **explain dispute**. As we cannot reach agreement over the causes/ consequences of the failure, there is no alternative but to instruct an independent expert for a professional opinion. I am advised that the civil justice rules now require that the expert be a single joint expert, and that the duty of the expert is to the court.

I propose **name expert**, who is qualified in **field of expertise eg. Glazing, surveying**, and holds him/herself out as an expert in this field. \*I enclose a copy of the literature relating to this expert/organisation for your information. \* (delete if not applicable).

If you have any objections to this expert, please inform me within fourteen days with your reasons for objecting. If I do not hear from you, I will instruct the expert to proceed. I do, of course, invite you to submit to me any written instructions you wish to have given to this expert, which I will pass through on your behalf. Should you wish to be present at any examination which may take place, please let me know.

The cost of the report is £.. This cost will be added to any claim I may make against you, but I invite you to share the cost equally at this stage.

Yours faithfully ,  
**Sign and Print your name here.**

**This is only a sample letter to give you guidance on what to write. You will need to substitute your own details at the appropriate places (shown in bold). Remember to keep a copy of your letter. Send it recorded delivery. Don't forget to sign it.**