|  |  |
| --- | --- |
| **Our Ref:**  | Phone: Fax:  |

**By Email:**

Dear Sir/Madam

**Independent Representation of:**

|  |  |
| --- | --- |
|  | **Born on:**  |

**Court name:**

**Proceedings No:**

I refer to the above matter and to the Orders made on appointing as the Single Expert.

I **enclose** for your consideration a draft letter of instruction to the Expert.

Please email the writer with any feedback that you may have in relation to the letter, including whether any amendments are sought **by no later than**  .

**Payment** **Optional**

I refer to Order of the Consent Orders that provides for each of the parents to pay the amount of $ into the Legal Aid NSW Trust Account **by**

This payment can be made by:

1. Forwarding a cheque in the amount above to the writer.
2. Electronic transfer to:

 Westpac Banking Corporation

 BSB: 032-005

 Account No. 166989

 Account Name: Legal Aid NSW Trust Account

If your client elects to pay by electronic transfer, please ensure that the reference is included in the payment description.

Yours sincerely

**Solicitor**

Encl.