Dear Dr **[One]**

**INQUEST INTO THE DEATH OF [NAME]**

Thank you for providing your report to assist the investigation into the death of **[name]**. It remains the position that you will be required to attend the inquest on **[date]**at **[10am]**.

Please find enclosed an expert report from Dr **[Two]** addressing many of the same matters that were dealt with in your report. Dr **[Two]**’s report was obtained after considering submissions from the Interested Persons, and it was my view that the issues in this case are of such importance that it would not be sufficient for the jury to hear evidence from only one expert.

Dr **[Two]** was not provided with your report before he completed his report, so that his uninfluenced opinion might be given. You will see Dr **[Two]**’s opinionupon the issue of causation in this case.

As your reports differ, I have directed that before either of you give evidence at the inquest, you and Dr **[Two]** should conduct a joint expert meeting. That meeting will enable you to discuss your opinions with each other and seek to agree and narrow any issues between you, so that questioning at the inquest can be focused on any remaining differences of opinion.

You should determine and record in a Single Joint Statement the matters upon which you agree and disagree. Whether in agreement or disagreement, you should set out, succinctly, the reasons for the views that each of you hold, and what action, if any, may be taken to resolve any outstanding points of disagreement. If there is any alteration in opinion, the statement must include a note or addendum explaining that change.

The meeting may, of course, be held remotely. I append Dr **[Two]**’s contact details, so that you may make arrangements between you to hold the meeting when most convenient to you both.

The inquest commences on **[date]**, and it is essential that I know the outcome of your meeting and have sight of the Single Joint Statement ahead of that date. The statement should therefore be provided to me no later than **[date]**.

An agenda to aid your discussion with Dr **[Two]** is appended however you may also express your professional opinion on any matter within your expertise that is of relevance to the issues within the scope of the inquest and which you have not already addressed. The scope of the inquest is:

1. **[Set out issues within the inquest’s scope]**

I confirm that the local authority will meet your reasonable fees incurred in preparing for and attending this meeting, and in drafting and agreeing a Single Joint Statement. Those fees are capped at **[6]** hours at the previously agreed hourly rate. If you anticipate the task will take longer than **[6]** hours, please revert to me to request authority to incur additional fees.

Thank you for your assistance in this matter.

Yours sincerely

**[Name]** **[Senior/Area/Assistant Coroner]** of **[Area]**