

[Your Name/Law Firm Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Expert Name]  
[Expert Title/Company]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

**RE: Letter of Instruction - [Case Name/Reference Number]**

Dear [Expert Name],

I am writing to formally instruct you to act as an expert witness in the above-referenced matter. We require your professional opinion regarding the authenticity of certain handwritten documents.

**1. Background**

[Briefly describe the nature of the dispute, e.g., "The case involves a dispute over the validity of a signature on a Last Will and Testament dated January 1, 2023."]

**2. Documents Provided**

Accompanying this letter are the following items:

- **Questioned Document (Exhibit A):** [Description of the document in question].
- **Known Exemplars (Exhibit B):** [Description of known handwriting samples, e.g., "Five signed checks from 2022"].

**3. Scope of Work**

You are requested to perform the following tasks:

- Conduct a forensic examination of the Questioned Document.
- Compare the Questioned Document against the Known Exemplars.
- Determine whether, in your professional opinion, the signature/handwriting on Exhibit A was authored by [Name of Person].
- Prepare a formal written report detailing your findings, methodology, and conclusions.

**4. Deadlines**

Please provide your initial findings by [Date]. The final written report must be submitted to our office no later than [Date].

**5. Fees and Terms**

Your services will be compensated as per your fee schedule previously provided. Please notify us immediately if the scope of work exceeds the initial estimate.

**6. Duty to the Court**

Please be reminded that your primary duty is to provide an objective, independent opinion to the court. Your report should comply with the relevant rules of civil procedure and evidence.

Please acknowledge receipt of this letter and the enclosed documents.

Sincerely,

[Signature]

[Printed Name]

[Title]