[Attorney Name]
[Law Firm Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Investigator Name]
[Agency Name]
[Address]
[City, State, Zip Code]

RE: Letter of Instruction - Criminal Defense Background Investigation

Case Name: [Case Name / Style]
Case Number: [Case Number]
Subject of Investigation: [Name of Witness or Complainant]

Dear [Investigator Name],

This letter serves as your formal instruction to conduct a comprehensive background investigation regarding the individual identified above in connection with the criminal defense of our client, [Client Name]. This investigation is being conducted in anticipation of litigation and is protected by the attorney-client privilege and work-product doctrine.

Please perform a thorough search including, but not limited to, the following areas:

- **Criminal History:** Identify all prior arrests, convictions, and pending charges in all relevant jurisdictions (local, state, and federal).
- **Civil Litigation:** Search for any past or current civil lawsuits, restraining orders, or judgments.
- **Social Media and Online Presence:** Monitor and preserve relevant posts, photos, or statements on platforms such as Facebook, X (Twitter), Instagram, and LinkedIn.
- **Employment History:** Verify current and past employment, including reasons for termination if applicable.
- **Reputation and Credibility:** Identify and interview potential character witnesses or associates who can speak to the subject's reputation for truthfulness.
- **Financial Records:** Search for public records regarding bankruptcies, liens, or foreclosures.

Specific Focus: [Detail any specific concerns, such as a history of filing false police reports or specific inconsistencies in their statements].

Please provide a detailed written report of your findings by [Due Date]. Do not contact the subject of this investigation directly without my express written consent. All communications regarding this matter must be directed to my office.

The authorized budget for this initial phase of the investigation is $[Amount]. If you anticipate exceeding this amount, please contact me for prior approval.

Sincerely,

[Signature]
[Printed Name]
[Title]