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

[Date]

[Investigator Name]
[Agency Name]
[Address Line 1]
[City, State, Zip Code]

RE: Letter of Instruction - Digital Forensics and Evidence Retrieval
Case Reference: [Case Name/Number]

Dear [Investigator Name],

This letter serves as a formal instruction for you to conduct digital forensic services and evidence retrieval in relation to the aforementioned matter. We require your expertise to identify, preserve, and analyze digital data as outlined below.

1. Target Devices/Accounts:
Please perform forensic imaging and analysis on the following items:
- [Description of Device 1: e.g., iPhone 13, Serial Number, Passcode]
- [Description of Device 2: e.g., Dell Laptop, Service Tag]
- [Cloud Accounts/Social Media Profiles: e.g., Google Drive, Facebook]

2. Scope of Work:
Your investigation should focus on, but not be limited to:
- Recovery of deleted [Emails/Messages/Files].
- Analysis of location data and GPS history for the period of [Start Date] to [End Date].
- Retrieval of call logs and internet browsing history.
- [Specific keywords or search terms to be used].

3. Chain of Custody:
Strict chain of custody protocols must be maintained at all times. Please provide a detailed log of the handling of all physical devices and digital clones from the moment of seizure or receipt.

4. Deliverables:
Upon completion, please provide:
- A comprehensive Forensic Audit Report detailing your findings.
- A digital copy of all extracted evidence in an organized format.
- A signed Affidavit or Declaration of your methodology and findings suitable for court submission.

5. Timeline and Budget:
We request an initial status update by [Date]. Please notify us immediately if the costs are expected to exceed the pre-approved budget of [Amount].

All information obtained during this investigation is highly confidential and subject to [Attorney-Client Privilege / Work Product Doctrine]. No information should be disclosed to third parties without written consent.

Please acknowledge receipt of these instructions by signing below and returning a copy.

Sincerely,

[Your Signature]

[Your Printed Name]

Acknowledgment of Instructions:

Signed: _____ Date: _____