

Date: [Insert Date]

To: [Digital Forensics Firm/Department Name]

Attention: [Contact Person Name]

Address: [Firm Address]

RE: Letter of Instruction for Mobile Device Data Extraction

Dear [Contact Person Name],

This letter serves as a formal instruction to perform a forensic data extraction and analysis on the mobile device(s) described below:

- **Device Make/Model:** [e.g., Apple iPhone 14]
- **Serial Number / IMEI:** [Insert Numbers]
- **Passcode/Pattern:** [Insert Code if known, or state "Unknown"]
- **Condition:** [e.g., Powered on, damaged screen, etc.]

1. Scope of Work

Please perform the following tasks:

- Full physical or logical extraction of all data.
- Recovery of deleted messages (SMS, WhatsApp, Signal, etc.).
- Extraction of call logs, contacts, and GPS location history.
- Extraction of media files including photos, videos, and audio recordings.

2. Date Range

The analysis should focus on the period from [Start Date] to [End Date].

3. Search Parameters / Keywords

Please search for the following specific keywords or names: [Insert List].

4. Delivery

Please provide the findings in a forensic report format, including a Chain of Custody log, via [Encrypted Hard Drive / Secure Cloud Link].

5. Confidentiality

All data extracted must be handled in accordance with strict confidentiality protocols and should not be disclosed to third parties without prior written consent.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]

[Your Phone Number]