

Date: [Insert Date]

To:

[Name of Forensic Expert/Company]

[Address]

[City, State, Zip Code]

From:

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

Subject: Letter of Instruction for Forensic Metadata Analysis of Disputed Documents

Dear [Name of Expert],

This letter serves as a formal instruction for you to conduct a comprehensive forensic metadata analysis on the electronic files listed below. These documents are suspected of being forged or backdated in the matter of [Case Name/Reference Number].

1. Identification of Evidence

The following files are provided for examination:

- [File Name 1, e.g., Employment_Contract.pdf]
- [File Name 2, e.g., Board_Minutes_2022.docx]
- [File Name 3, e.g., Digital_Signature_Log.xml]

2. Objectives of Analysis

Your analysis should aim to determine the authenticity of these documents by examining:

- **System Metadata:** File creation dates, last modification dates, and last access dates.
- **Application Metadata:** Author identity, total editing time, revision history, and software versions used.
- **Embedded Metadata:** Hidden data, deleted text fragments, and timestamps within the file structure.
- **Consistency:** Whether the internal timestamps align with the dates appearing on the face of the documents.

3. Specific Questions to Address

- Was the document created on the date specified in the text?
- Are there signs of "metadata scrubbing" or intentional alteration of system clocks?
- Does the document contain information indicating it was generated by a different user than the alleged signatory?

4. Methodology and Reporting

Please ensure that all analysis is performed on forensic copies to maintain the integrity of the

original files. We require a written expert report detailing your findings, the tools utilized (e.g., EnCase, FTK, ExifTool), and your professional opinion regarding the likelihood of forgery.

5. Confidentiality

All materials provided and any findings resulting from your analysis are strictly confidential and subject to [Attorney-Client Privilege/Work Product Doctrine].

Please confirm receipt of this instruction and provide an estimated timeline for completion.

Sincerely,

[Signature]

[Printed Name]

[Title/Position]