

[Your Name/Law Firm Name]

[Address Line 1]

[Address Line 2]

[Date]

[Expert's Name]

[Expert's Firm/Agency]

[Address Line 1]

[Address Line 2]

RE: Letter of Instruction - Forensic Document Examination

Case Ref: [Insert Case Number/Matter Name]

Subject: [Name of Person whose signature is alleged to be forged]

Dear [Expert's Name],

I am writing to formally instruct you to act as an independent handwriting expert to examine and provide an opinion on the authenticity of signatures appearing on a specific commercial contract.

1. Background

The dispute concerns a commercial contract dated [Date of Contract] between [Party A] and [Party B]. My client, [Client Name], contends that the signature appearing above their name on page [Number] of the document is a forgery and was not executed by them.

2. Documentation Provided

I enclose the following documents for your examination:

- **The Questioned Document:** [Original/High-resolution copy] of the Contract titled "[Title]" dated [Date].
- **Reference Samples (Specimen Signatures):** [Number] samples of [Client Name]'s authentic signature from the period [Year] to [Year], including [list types of documents, e.g., passports, other contracts, bank forms].

3. Scope of Work / Instructions

You are requested to perform the following:

- Analyze the "Questioned Signature" on the Contract against the "Reference Samples" provided.
- Determine whether there is evidence of forgery, tracing, simulation, or other signs of non-authenticity.
- Assess the probability that the signature was written by [Client Name].
- Prepare a comprehensive written report detailing your findings, methodology, and professional opinion.

4. Compliance and Deadline

Your report must be prepared in accordance with [Insert Relevant Civil Procedure Rules, e.g., Rule 35]. Please confirm your ability to provide the final report by [Deadline Date].

5. Fees

Your services are engaged at the agreed rate of [Amount]. Please notify me immediately if additional testing or costs are required.

Please acknowledge receipt of these instructions and the enclosed documents.

Yours sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]