

[Your Name/Law Firm Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Expert Name]  
[Expert Title/Company]  
[Address Line 1]  
[City, State, Zip Code]

**RE: Letter of Instruction - Forensic Document Examination regarding [Case Name/Reference Number]**

Dear [Expert Name],

This letter serves as a formal instruction to engage your services as a forensic handwriting expert to examine suspected fraudulent endorsements on the following check(s):

- Check Number: [Number] | Date: [Date] | Amount: [Amount]
- Check Number: [Number] | Date: [Date] | Amount: [Amount]

**1. Scope of Work**

You are requested to conduct a comparative analysis to determine the authenticity of the signature(s) appearing on the reverse side of the aforementioned check(s). Specifically, we require your professional opinion on whether the endorsements were authored by [Name of Alleged Signatory].

**2. Materials Provided**

Enclosed/Attached are the following documents for your review:

- **Questioned Documents (Exhibit A):** High-resolution copies/Originals of the checks listed above.
- **Known Exemplars (Exhibit B):** [Number] samples of known, verified signatures from [Name of Alleged Signatory] (e.g., driver's license, signed contracts, or previous checks).

**3. Reporting Requirements**

Upon completion of your examination, please provide a formal written report including:

- A description of the methodology used.
- A detailed analysis of similarities and discrepancies.
- Your expert conclusion regarding the probability of forgery.
- An updated Curriculum Vitae (CV) for court submission, if necessary.

**4. Confidentiality and Deadlines**

All materials and findings must be kept strictly confidential. Please provide your preliminary findings by [Date] and the final report no later than [Date].

**5. Fees**

Services will be rendered according to the fee schedule agreed upon on [Date/via Attachment].

Please acknowledge receipt of this instruction and the enclosed documents.

Sincerely,

[Signature]

[Your Printed Name]