

Date: [Insert Date]

To: [Expert Name]
[Expert Title/Company]
[Address]

From: [Your Name/Law Firm]
[Address]
[Contact Information]

Subject: Formal Letter of Instruction: Forensic Document Examination regarding Anonymous Threatening Correspondence

Dear [Expert Name],

I am writing to formally instruct you to act as a forensic handwriting expert to examine and provide an opinion regarding several pieces of anonymous threatening correspondence.

1. Background

The client has received [Number] anonymous [Letters/Notes] containing threatening language. We have identified [Number] potential suspect(s) and have obtained known writing samples for comparison.

2. Documents Provided

Exhibit A (Questioned Documents):

- [Description of threatening item 1, e.g., Handwritten envelope postmarked Date]
- [Description of threatening item 2, e.g., Single sheet of lined paper with ink writing]

Exhibit B (Known Reference Samples):

- [Description of sample from Suspect A, e.g., Signed employment contract]
- [Description of sample from Suspect A, e.g., Dictated writing sample taken on Date]

3. Scope of Work

You are requested to perform the following:

- Analyze the questioned handwriting in Exhibit A to determine if it was written by the same individual who provided the samples in Exhibit B.
- Assess whether there are signs of disguise or simulation in the questioned documents.
- Provide a written report detailing your methodology, findings, and the degree of certainty regarding the authorship.

4. Chain of Custody

The original documents are [Enclosed via Secure Courier / Available for Inspection at our Office]. Please maintain strict chain of custody protocols and notify us immediately upon receipt of the physical evidence.

5. Timeline and Fees

We require your preliminary findings by [Date] and your final report by [Date]. Your services will be compensated according to the fee schedule agreed upon on [Date].

Please confirm receipt of these instructions and let us know if you require any further information.

Yours sincerely,

[Your Signature]

[Your Printed Name]