

[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 of Corporate Promissory Notes

Dear [Expert Name],

I am writing to formally instruct you to conduct a forensic handwriting and document examination regarding a dispute over the authenticity of certain corporate promissory notes. We represent [Client Name] in the matter of [Case Name/Reference Number].

1. Objectives

The primary objective of this instruction is to determine whether the signatures appearing on the questioned documents are genuine and whether the documents show signs of physical or chemical tampering, alterations, or "cut-and-paste" manipulation.

2. Documents Provided

Accompanying this letter are the following items:

- **Questioned Documents (Exhibit A):** Original Promissory Note dated [Date] for the amount of [Amount].
- **Questioned Documents (Exhibit B):** [List any other disputed notes].
- **Known Standards (Exemplars):** Ten (10) original documents containing the verified signatures of [Name of Individual] executed between [Year] and [Year].

3. Scope of Work

Please perform a comprehensive analysis to address the following:

- Determine if the signatures on the Questioned Documents were authored by the same individual who provided the Known Standards.
- Examine the documents for evidence of mechanical erasure, chemical obliteration, or additions to the numerical amounts and dates.
- Analyze ink consistency and indentation to determine if signatures and body text were produced at different times or with different instruments.

- Assess whether the signature has been digitally transposed or traced from another source.

4. Reporting

Upon completion of your examination, please provide a written Expert Report that complies with [Relevant Court Rules, e.g., Federal Rule of Civil Procedure 26(a)(2)(B)]. Your report should include your findings, the methodology used, and high-resolution images demonstrating your points of comparison.

5. Timeline and Fees

We understand your retainer fee has been settled. We request your preliminary findings by [Date] and the final formal report by [Date].

Please acknowledge receipt of the original documents and this letter of instruction. Should you require further information, do not hesitate to contact me.

Sincerely,

[Signature]

[Printed Name]

[Title]