

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

[Expert's Name]  
[Expert's Firm Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

**RE: Letter of Instruction - Forensic Document Examination**

**Case Title:** [Case Name/Reference Number]

Dear [Expert's Last Name],

I am writing to formally retain your services as a forensic document examiner to conduct a handwriting analysis regarding suspected falsified witness affidavits in the above-referenced matter.

**1. Objectives**

The primary objective is to determine the authenticity of the signatures appearing on the provided affidavits and to ascertain whether they were authored by the purported signatories or by a third party.

**2. Documents Provided for Examination**

Enclosed/attached are the following documents:

- **Questioned Document (Exhibit A):** Witness Affidavit signed in the name of [Witness Name], dated [Date].
- **Known Exemplars (Exhibit B):** [Number] samples of known, verified signatures/handwriting from [Witness Name] (e.g., driver's license, prior contracts, or formal writing samples).

**3. Scope of Work**

Please perform a comparative analysis of the documents to address the following:

- Whether the signature on Exhibit A is a genuine signature of [Witness Name].
- Whether there are indications of forgery, such as tracing, simulation, or unnatural tremors.
- If possible, a determination regarding the identity of the author if multiple samples from suspects are provided.

#### **4. Formal Report Requirements**

Upon completion of your analysis, please provide a written report that includes:

- A description of the methodology and equipment used.
- A detailed comparison of individual characteristics and habits.
- Your expert opinion stated to a reasonable degree of scientific certainty.
- Photographic or digital enlargements demonstrating your findings.

#### **5. Timeline and Fees**

We require your preliminary findings by [Date]. Please confirm receipt of these materials and provide an estimate of total costs based on our agreed-upon fee schedule prior to commencing work.

All materials and findings must be kept strictly confidential as they are subject to [Attorney-Client Privilege / Work Product Doctrine].

Sincerely,

[Signature]

[Printed Name]

[Title/Position]