

[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]  
[Address Line 2]  
[City, State, Zip Code]

**RE: Formal Instructions for Forensic Handwriting Examination**

**Case Name:** [Case Name, e.g., Smith v. Smith]

**Case Number:** [Court Case Number]

Dear [Expert Name],

I am writing to formally instruct you to provide an expert opinion regarding the authenticity of a signature on a contested Divorce Settlement Agreement. Please conduct a forensic examination based on the following instructions:

**1. Objective**

The primary objective is to determine whether the signature on the document titled "[Title of Contested Document]" dated [Date] is the genuine signature of [Name of Party], or if it is a forgery/simulation.

**2. Documents Provided**

Enclosed are the following documents for your analysis:

- **Questioned Document (Exhibit A):** Original/Certified copy of the Divorce Settlement Agreement dated [Date].
- **Known Samples (Exhibit B):** [Number] original documents containing known signatures of [Name of Party], including [List documents, e.g., passports, bank checks, or lease agreements].

**3. Scope of Work**

You are requested to:

- Compare the questioned signature with the provided known specimens.
- Analyze the stroke direction, pressure, slant, and individual characteristics.
- Provide a written report detailing your findings and the degree of certainty (e.g., highly probable, inconclusive, or certain).

- Prepare to provide oral testimony if this matter proceeds to trial.

#### **4. Deadline**

We require your preliminary findings by [Date] and the final written report no later than [Date].

#### **5. Terms and Fees**

Your services will be remunerated in accordance with your fee schedule dated [Date]. Please notify this office immediately if the scope of work requires additional costs.

Please acknowledge receipt of these instructions and the enclosed documents.

Yours sincerely,

[Signature]

[Your Printed Name]

[Title]