

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

[Expert Name]
[Expert Title/Company]
[Address Line 1]
[Address Line 2]

Re: Letter of Instruction - Forensic Handwriting Examination of Employment Contract

Dear [Expert Name],

I am writing to formally instruct you to act as an independent forensic handwriting expert to examine and provide an opinion regarding the authenticity of specific marks and signatures on an employment contract dated [Date of Contract].

1. Background

The dispute concerns alleged unauthorized modifications made to the original employment agreement between [Employer Name] and [Employee Name]. Specifically, it is alleged that [Page Number/Section] was altered after the initial signing.

2. Documents Provided

Enclosed/Attached are the following documents for your analysis:

- **Exhibit A (Questioned Document):** The original/copy of the Employment Contract containing the disputed [signatures/initials/handwritten notes].
- **Exhibit B (Comparison Samples):** Known handwriting/signature samples from [Name of Individual] collected from [Source of Samples, e.g., previous payroll records, passports].

3. Scope of Work

You are requested to perform the following tasks:

- Determine whether the signature/initials on page [Number] of Exhibit A are genuine or simulated.
- Analyze whether the ink or handwriting style in the contested modifications matches the rest of the document.
- Identify any signs of mechanical erasure, chemical alteration, or additions made after the primary text was printed.

4. Formal Report

Please provide a written report detailing your methodology, findings, and the degree of certainty

regarding your conclusions. This report must be suitable for use in [Legal Proceeding/Court Name] and comply with [Specific Civil Procedure Rules, if applicable].

5. Timeline and Fees

Please confirm receipt of these instructions and provide your estimated timeline for completion. We understand your fee for this initial assessment is [Amount]. Should further testing be required, please seek authorization before proceeding.

Yours sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]