

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

[Date]

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

RE: Letter of Instruction - Forensic Document Examination

Case Name: [Case Name/Reference Number]

Subject: Examination of Alleged Fabricated Medical Records

Dear [Expert's Last Name],

I am writing to formally retain your services as a handwriting and document forensics expert to examine specific medical record entries that we believe have been fabricated or altered. The objective of this instruction is to determine the authenticity of the signatures and handwritten notations contained within the provided documents.

1. Background Information

The matter involves a [Legal Dispute Type, e.g., Medical Malpractice/Personal Injury] claim. A critical issue has arisen regarding the timeline of care, specifically whether certain entries dated [Insert Date] were written by [Name of Practitioner] at the time of treatment, or if they were added retroactively by a different hand.

2. Documents for Examination (Questioned Documents)

Please examine the following original/high-resolution copies attached as Exhibit A:

- [Title of Document, e.g., Patient Progress Note dated MM/DD/YYYY]
- [Specific section or signature to be analyzed]

3. Comparison Materials (Known Standards)

To facilitate your analysis, we have provided the following known handwriting/signature samples of [Name of Person] as Exhibit B:

- [List of known samples, e.g., Hospital HR files, signed contracts, or verified contemporaneous notes]

4. Scope of Work

We request that you perform a comparative analysis to address the following questions:

- Are the signatures on the Questioned Documents consistent with the known signatures of [Name]?

- Is there evidence of "simulated" or "traced" forgery?
- Does the ink analysis or handwriting style suggest that the entries were made by a different individual or at a significantly different time than the surrounding text?
- Are there any physical signs of alteration (e.g., erasures, different pens, or indentations)?

5. Reporting Requirements

Upon completion of your examination, please provide a written report detailing your findings, the methodology used, and your professional opinion regarding the authenticity of the records. Your report should be compliant with [Insert Relevant Court Rules, e.g., Federal Rule of Civil Procedure 26(a)(2)(B)].

6. Fees and Deadlines

We have received your fee schedule and agree to the terms. Please provide your preliminary findings by [Insert Date]. Do not proceed with a formal written report until we have discussed your initial observations.

Please confirm receipt of this instruction and the accompanying documents.

Sincerely,

[Signature]

[Your Printed Name]

[Your Title]