

[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: Formal Instructions for Forensic Handwriting Analysis

Matter: [Claimant Name] vs. [Insurance Company]

Claim Number: [Reference Number]

Dear [Expert Name],

I am writing to formally instruct you to act as an independent forensic handwriting expert to examine and provide an opinion on the authenticity of signatures related to a potential fraudulent insurance claim.

1. Background

The dispute concerns an insurance claim filed on [Date] regarding [Brief Description of Loss]. We suspect that the signature(s) on the following documents may have been forged or altered:

- [List Questioned Document 1, e.g., Claim Form dated 01/01/2023]
- [List Questioned Document 2, e.g., Proof of Loss Statement]

2. Scope of Work

You are requested to:

- Examine the "Questioned Signatures" on the documents listed above.
- Compare these signatures against the "Known/Specimen Signatures" provided (attached).
- Determine whether there is evidence of forgery, tracing, or simulation.
- Provide a written report detailing your findings, methodology, and level of certainty.

3. Documents Provided

Enclosed are the following:

- **Exhibit A (Questioned Documents):** Original/Certified copies of the disputed claim documents.
- **Exhibit B (Reference Material):** Verified signatures of [Name] from [Source, e.g., Passport, Driver's License, or previous undisputed contracts].

4. Formal Requirements

Please ensure your report complies with [Insert Relevant Court Rules, e.g., Federal Rule of Civil Procedure 26(a)(2)(B)]. Your report should include your curriculum vitae, a list of materials reviewed, and a statement of your professional fees.

5. Timeline

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

Please confirm receipt of these instructions and provide an estimate of your costs before commencing work.

Yours sincerely,

[Signature]

[Printed Name]

[Title]