

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Recipient Title/Agency]  
[Recipient Address]  
[City, State, Zip Code]

**RE: Referral for Asset Discovery and Comprehensive Search**

**Subject Party:** [Name of Individual or Entity]

**Reference Number:** [Case or File Number]

Dear [Recipient Name],

I am writing to formally refer the above-mentioned subject to your office for the purpose of conducting a professional asset discovery and financial background search.

The objective of this referral is to identify, locate, and verify all tangible and intangible assets held by the subject. This search should include, but is not limited to:

- Real estate holdings and property deeds.
- Bank accounts, brokerage accounts, and investment portfolios.
- Business interests, partnerships, and corporate affiliations.
- Vehicles, aircraft, or maritime vessels.
- Hidden or offshore accounts and transferred assets.
- Outstanding judgments, liens, or UCC filings.

The background for this request is [briefly state reason, e.g., debt collection, legal litigation, or due diligence]. Attached to this letter, please find all relevant information currently in our possession to assist in your investigation, including [list attachments, e.g., SSN, Tax ID, or last known addresses].

Please provide a formal quote for your services and an estimated timeline for the completion of the final report. We request that all findings be delivered in a confidential manner.

Thank you for your assistance in this matter. Please contact me at [Your Phone Number] or [Your Email Address] if you require further clarification.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]