Date: [Insert Date]

To: [Investigator Name/Agency Name]
Address: [Investigator Address]
Email: [Investigator Email]

RE: Letter of Instruction - Witness Location and Skip Tracing

Dear [Investigator Name],

This letter serves as formal instruction to engage your services for witness location and skip tracing regarding the following matter: [Insert Case Name/Reference Number].

1. Subject Information
Please locate the following individual:
- Name: [Full Name]
- Last Known Address: [Address]
- Date of Birth: [DOB, if known]
- Social Security Number: [SSN, if known/legal to provide]
- Phone/Email: [Last known contact details]

2. Objectives
The primary objectives of this assignment are:
- To identify the current residential address and contact information of the subject.
- To confirm the subject's identity and current employment status.
- To verify if the subject is available for a formal statement or service of process.

3. Background/Known Leads
[Provide any helpful details here, such as known associates, previous employers, or social media handles].

4. Reporting and Budget
Please provide a written report of your findings by [Insert Date]. Our authorized budget for this initial phase is $[Insert Amount]. Do not exceed this amount without prior written authorization.

5. Confidentiality
All information provided to you and all findings resulting from your investigation are strictly confidential and are protected by [Attorney-Client Privilege / Work Product Doctrine]. No information is to be disclosed to third parties without express consent.

Please acknowledge receipt of these instructions and confirm your acceptance of this assignment.

Sincerely,

[Your Name/Firm Name]
[Your Title]
[Your Phone Number]