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

[Date]

[Investigator Name]
[Agency Name]
[Address Line 1]
[City, State, Zip Code]

RE: Letter of Instruction - Comprehensive Asset Search
Subject Name: [Subject Full Name]
Subject DOB/SSN: [DOB and/or Last 4 of SSN, if known]

Dear [Investigator Name],

This letter serves as a formal instruction to conduct a comprehensive asset search regarding the individual identified above. The purpose of this investigation is to identify all tangible and intangible assets for the purpose of [state purpose, e.g., debt collection, litigation support, or divorce proceedings].

Please conduct a thorough investigation into the following areas:

- **Real Property:** Identification of all residential, commercial, and vacant land titles, including historical transfers and current liens.
- **Business Interests:** Identification of corporate affiliations, partnerships, LLC memberships, and DBAs.
- **Financial Accounts:** Search for domestic bank accounts, brokerage accounts, and investment portfolios (within legal permissible bounds).
- **Vehicles and Vessels:** Registration data for automobiles, aircraft, and watercraft.
- **Intellectual Property:** Search for patents, trademarks, and copyrights.
- **Judgment and Lien Search:** Identification of any existing UCC filings, tax liens, or civil judgments.
- **Hidden or Off-shore Assets:** Identification of any indicators of diverted funds or international holdings.

Please provide a detailed written report including supporting documentation for each finding. All investigations must be conducted in strict compliance with the Fair Credit Reporting Act (FCRA), the Gramm-Leach-Bliley Act (GLBA), and all applicable state and federal laws.

Our agreed-upon budget for this assignment is $[Amount]. Please notify me immediately if the scope of work requires additional fees before proceeding.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]