Date: [Insert Date]

To:
[Name of Investigator/Agency]
[Address Line 1]
[Address Line 2]

From:
[Your Name/Company Name]
[Your Address]
[Contact Information]

Subject: Formal Instruction for Intellectual Property Infringement Investigation

Dear [Name of Investigator],

This letter serves as a formal instruction for your agency to conduct an investigation regarding the potential infringement of our intellectual property rights.

1. Intellectual Property Details:
The property in question involves [describe IP, e.g., Trademark Name, Patent Number, or Copyrighted Work]. Attached are copies of the registration documents for your reference.

2. Known Infringement Details:
We have reason to believe that [Individual/Entity Name] is unlawfully using, producing, or selling [describe the infringing goods or services]. The suspected activity is occurring at [Location/Website URL].

3. Scope of Work:
Your investigation should focus on the following objectives:

- Identifying the individuals or entities behind the infringing activity.
- Locating manufacturing facilities, warehouses, or points of sale.
- Conducting "trap purchases" to obtain physical evidence of the infringing products.
- Documenting the scale of the operation (e.g., inventory levels, volume of sales).
- Identifying supply chains and distribution networks.

4. Deliverables:
Upon completion, please provide a comprehensive written report including:

- Detailed chronological logs of surveillance and findings.
- Photographic and video evidence.
- Original receipts and physical samples of purchased items.
- Sworn affidavits regarding the chain of custody for any evidence gathered.

5. Confidentiality and Compliance:
All information related to this instruction is strictly confidential. You are required to conduct this investigation in full compliance with all local laws and regulations. Do not approach the targets or disclose your identity as an investigator representing our interests.

6. Budget and Reporting:
The agreed-upon budget for this phase is [Insert Amount]. Please provide weekly status updates via [Email/Phone]. Do not exceed the budget without prior written authorization.

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

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]