**Date:** [Insert Date]

**To:** [Investigator Name/Agency Name]
**Address:** [Investigator Address]
**License Number:** [If known]

**RE: Letter of Instruction regarding Child Custody Investigation**
**Subject:** [Name of Person to be Investigated]
**Case Number:** [Legal Case Number, if applicable]

Dear [Investigator Name],

This letter serves as formal instruction to provide investigative services regarding the custody of the minor child(ren), [Child Name(s) and Age(s)]. The primary objective of this investigation is to document the living conditions, safety, and conduct of [Subject Name] during their periods of physical custody or visitation.

**I. Subject Information:**
Name: [Full Name]
DOB: [Date of Birth]
Address: [Current Address]
Vehicle: [Make, Model, Color, License Plate]
Employer: [Company Name and Address]

**II. Scope of Work:**
I am requesting the following services (check all that apply):

- Surveillance during scheduled visitation periods.
- Documentation of individuals residing in or visiting the Subject's household.
- Evidence of substance abuse, neglect, or endangerment.
- Verification of activities and environments the child is exposed to.
- Background check for criminal records or civil litigation.

**III. Reporting and Evidence:**
Please provide a detailed written report of your findings, including daily logs. All evidence should be captured via high-resolution video or photography where legal. I require all materials to be formatted for potential use as evidence in court proceedings.

**IV. Budget and Authorization:**
I authorize an initial retainer of $[Amount]. Any expenses exceeding $[Limit] must be approved by me in writing before proceeding. You are instructed to operate within the bounds of all local and state laws regarding privacy and surveillance.

Please acknowledge receipt of this letter and provide your expected timeline for the initial phase of the investigation.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]
[Your Email Address]