Date: [Insert Date]

To: [Investigator Name/Agency]
[Address]
[City, State, Zip Code]

RE: Letter of Instruction - Genealogical Search for Missing Heir(s)
Estate of: [Deceased Full Name]
Probate Case Number: [Insert Case Number]

Dear [Investigator Name],

I am writing to formally retain your services as a private investigator to locate the missing heir(s) of the above-mentioned estate. As the [Executor/Administrator/Attorney] for this estate, I require a professional search to satisfy the court's requirements for due diligence.

1. Subject Information:
The individual(s) to be located: [Name of Missing Heir, if known].
Last known address: [Last Known Address].
Last known contact date: [Insert Date].
Relationship to deceased: [e.g., Son, Niece, Cousin].

2. Objective:
The primary goal is to establish the current whereabouts and contact information of the subject(s). If the subject is deceased, you are required to provide proof of death and identify any surviving issue (descendants).

3. Documentation Provided:
Attached are the following documents to assist your search:

- Death certificate of the deceased.
- Last known family tree or genealogical charts.
- [List any other relevant documents].

4. Reporting and Timeline:
Please provide a preliminary report within [Number] days. The final report must be provided in a format suitable for submission to the probate court, including an "Affidavit of Due Diligence" detailing all search methods used (e.g., database searches, interviews, vital records review).

5. Fees:
Your services are authorized up to the amount of $[Amount]. Please contact me for written authorization before exceeding this limit.

Please acknowledge receipt of this letter and confirm your availability to begin this assignment.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title - e.g., Executor/Attorney]
[Phone Number]
[Email Address]