

To: [Name of Forensic Accountant/Investigator]

From: [Your Name or Attorney Name]

Date: [Current Date]

Subject: Formal Letter of Instruction: Marital Asset Tracing for [Case Name/Reference Number]

Dear [Name],

I am writing to formally engage your services to conduct a comprehensive tracing of marital and non-marital assets in relation to the dissolution of marriage between [Spouse A] and [Spouse B].

The objective of this assignment is to identify, locate, and value all assets held individually or jointly, and to determine the characterization of such property. Your scope of work shall include, but is not limited to:

- **Identification of Accounts:** Tracing all bank, brokerage, and investment accounts from [Start Date] to [End Date].
- **Asset Characterization:** Identifying separate property claims, inheritances, or pre-marital holdings that may have been commingled with marital funds.
- **Hidden Assets:** Investigating potential undisclosed income, offshore accounts, or transferred assets to third parties.
- **Business Valuation:** Reviewing financial statements of [Business Name, if applicable] to determine marital equity.
- **Lifestyle Analysis:** Comparing reported income against historical spending patterns.

Please find attached the following initial documentation:

- Tax returns for the past [Number] years.
- Known bank statements and credit card records.
- Property deeds and vehicle titles.

We request a preliminary report of your findings by [Deadline Date]. All findings must be prepared in a format suitable for expert testimony in court. Please confirm your receipt of these instructions and provide an estimate of your fees for this engagement.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Contact Information]