

Date: [Insert Date]

To: [Name of Investigator/Forensic Accountant]

Firm Name: [Insert Firm Name]

Address: [Insert Address]

RE: Formal Letter of Instruction - Asset Investigation and Discovery

Dear [Name of Contact],

This letter serves as a formal instruction for your firm to conduct a comprehensive investigation into the discovery and identification of hidden or undisclosed assets related to [Name of Individual or Entity].

1. Objective

The primary goal is to identify, locate, and value all tangible and intangible assets that may have been concealed, transferred, or omitted from official financial disclosures in the context of [State Purpose, e.g., Divorce Proceedings, Litigation, Debt Recovery].

2. Scope of Work

Your investigation should include, but is not limited to:

- Analysis of personal and business tax returns for the past [Number] years.
- Review of bank statements, credit card records, and wire transfer logs.
- Identification of offshore accounts, shell companies, or undisclosed business interests.
- Search for real estate holdings, luxury vehicles, and high-value personal property.
- Tracing of digital assets, including cryptocurrency and electronic payment platforms.
- Review of public records, UCC filings, and regulatory disclosures.

3. Reporting

Please provide a detailed written report outlining your findings, including evidence of asset movement, estimated valuations, and a list of identified accounts or entities. All findings must be documented in a manner suitable for use in legal proceedings.

4. Confidentiality

All information obtained during this investigation is strictly confidential and is protected under [Attorney-Client Privilege / Work Product Doctrine, if applicable]. No information should be disclosed to third parties without prior written consent.

5. Timeline and Fees

We understand the professional fees are based on [Insert Fee Structure]. Please provide an initial status update by [Insert Date].

Please acknowledge receipt of these instructions and confirm your commencement of the assignment.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Organization]