[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Surveying Firm Name]
[Lead Surveyor Name, if known]
[Address]
[City, State, Zip Code]

RE: Letter of Instruction for Commercial Boundary Delineation

Property Address: [Insert Full Address]
Parcel Number / Tax ID: [Insert ID Number]

Dear [Surveyor Name],

This letter serves as a formal instruction for your firm to perform a professional boundary delineation and land survey for the commercial property referenced above. Please proceed with the following scope of work:

- **Boundary Survey:** Identify and mark all property corners and boundary lines in accordance with the legal description provided in the attached deed.
- **Staking:** Install physical markers (iron pins, stakes, or hubs) at all key intervals and change points along the perimeter.
- **Encroachments:** Identify and document any visible encroachments, easements, or shared points of access affecting the property boundaries.
- **Reporting:** Provide [Number] printed copies and one digital PDF copy of the certified survey map/plat.

Please ensure that all work complies with [State/Local] minimum technical standards for commercial land surveys. We require the final report and site marking to be completed no later than [Insert Date].

The agreed-upon fee for this service is $[Insert Amount], payable upon [Insert Payment Terms, e.g., delivery of the final plat].

Please contact me at [Phone Number] to coordinate site access or if you require additional title documentation.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]