[Date]

[Surveyor Name/Company Name]
[Address]
[City, State, Zip Code]

RE: Letter of Instruction for Boundary Delineation and Encroachment Analysis

Subject Property: [Property Address or Legal Description]

Dear [Surveyor Name],

This letter serves as formal instruction to perform a professional land survey and encroachment analysis for the property referenced above. Please proceed with the following scope of work:

1. Boundary Delineation: Establish and mark the legal boundary lines of the property in accordance with the recorded deed and plat. Please install physical markers or stakes at all property corners.

2. Encroachment Identification: Identify and locate any structures, fences, walls, driveways, or landscaping that cross the property lines. Please note whether these items originate from the subject property or from adjacent parcels.

3. Detailed Survey Plat: Provide a certified survey map (plat) illustrating:

- Legal boundary dimensions and bearings.
- Location of all permanent improvements.
- Specific measurements and descriptions of any identified encroachments.
- Easements of record affecting the property.

4. Narrative Report: Provide a brief written summary of your findings regarding the extent and nature of any discovered encroachments.

Please provide a cost estimate and an anticipated timeline for completion before commencing work. Access to the property has been authorized for [Date/Time].

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Title/Company]
[Your Phone Number]
[Your Email Address]