[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Surveying Firm Name]
[Contact Person Name]
[Address]
[City, State, Zip Code]

RE: Letter of Instruction for Topographic and Boundary Survey

Dear [Contact Person Name],

This letter serves as a formal instruction to proceed with a Topographic and Boundary Delineation Survey for the property located at:

Project Site: [Insert Property Address or Legal Description]
Parcel Number: [Insert APN/Tax ID]

Please perform the following services:

- **Boundary Survey:** Establish and monument all property corners. Identify any easements, rights-of-way, or encroachments.
- **Topographic Survey:** Provide elevation contours at [Insert Interval, e.g., 1-foot] intervals. Locate all existing structures, utilities (above and below ground), trees over [Insert Diameter] inches, and finished floor elevations.
- **Delineation:** Clearly mark the physical boundaries and any specific environmental or zoning setback lines as discussed.
- **Deliverables:** Provide [Number] hard copies and one digital CAD file (DWG format) of the final signed and sealed survey.

Timeline: The completed survey must be delivered no later than [Insert Date].

Fees: Work shall be performed in accordance with your proposal dated [Insert Date] for the fixed sum of $[Insert Amount].

Please acknowledge receipt of these instructions and confirm your start date. Should you require site access codes or additional documentation, please contact [Contact Name] at [Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]