[Your Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Investigative Firm Name]
[Contact Person Name]
[Address Line 1]
[City, State, Zip Code]

RE: Letter of Instruction for Pre-Litigation Asset Search
Subject: [Name of Individual or Entity to be Searched]
Matter Ref: [Internal Case Number]

Dear [Contact Person Name],

This letter serves as a formal instruction to conduct a comprehensive pre-litigation asset search on the following Subject:

- **Full Name/Entity Name:** [Insert Name]
- **Last Known Address:** [Insert Address]
- **DOB / Tax ID (if known):** [Insert Info]
- **Associated Entities:** [Insert known DBAs or Parent Companies]

The objective of this search is to determine the financial viability of pursuing a legal claim. Please identify and report on the following categories of assets:

1. **Real Property:** Current ownership, deeds, assessed values, and any recorded liens or mortgages.
2. **Corporate Interests:** Ownership stakes in LLCs, corporations, or partnerships.
3. **Financial Accounts:** Identification of bank accounts, brokerage accounts, or other liquid assets (within legal compliance).
4. **Personal Property:** Motor vehicles, aircraft, watercraft, and heavy equipment.
5. **Income Sources:** Employment status, professional licenses, or recurring revenue streams.
6. **Legal History:** Pending litigation, judgments, tax liens, or bankruptcy filings.

Authorized Budget: Please do not exceed [Insert Amount] without prior written authorization.

Timeline: We request your final report no later than [Insert Date].

All information gathered must be obtained in strict compliance with the Fair Credit Reporting Act (FCRA), the Gramm-Leach-Bliley Act (GLBA), and all other applicable state and federal laws. Please provide your findings in a written report detailing the sources used.

Please confirm receipt of this instruction and provide an estimated completion date.

Sincerely,

[Signature]

[Your Printed Name]
[Title]