Date: [Insert Date]

To: [Investigator/Agency Name]
[Company Name]
[Address]
[City, State, Zip Code]

RE: Letter of Instruction for Skip Tracing and Asset Location

Dear [Contact Person Name],

This letter serves as a formal instruction to perform skip tracing and asset location services regarding the following subject:

Subject Information:
Name: [Full Name of Debtor]
Last Known Address: [Last Known Address]
Last Known Phone: [Phone Number]
Date of Birth: [DOB, if known]
Social Security Number/Tax ID: [SSN/TIN, if known]
Known Employment: [Last Known Employer]

Scope of Work:
Please conduct a comprehensive investigation to include, but not limited to:

- Current residential address and contact information.
- Current place of employment and source of income.
- Real property ownership and recorded deeds.
- Bank accounts and financial institution affiliations.
- Motor vehicle, watercraft, or aircraft registrations.
- Business interests, partnerships, or corporate affiliations.

Purpose of Request:
The information is required for the purpose of [Debt Collection / Legal Judgment Enforcement / Pending Litigation] regarding a total outstanding balance of $[Amount].

Reporting and Budget:
Please provide a written report detailing your findings by [Due Date]. Our agreed-upon budget for this assignment is $[Amount]. If you anticipate expenses exceeding this limit, please obtain written authorization before proceeding.

Please acknowledge receipt of these instructions and confirm the expected turnaround time.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Company Name]
[Your Phone Number]