[Date]

[Name of Recipient/Service Provider]
[Title]
[Company Name]
[Address]
[City, State, Zip Code]

RE: Formal Instruction for Intellectual Property Asset Search

Dear [Name of Contact],

This letter serves as a formal instruction for your firm to conduct a comprehensive Intellectual Property (IP) asset search and audit regarding the following entity:

- **Entity Name:** [Legal Name of Target Company/Individual]
- **Known Trademarks/Trade Names:** [List specific names or brands]
- **Jurisdictions:** [e.g., United States, European Union, International/WIPO]

Please identify and report on all IP assets associated with the entity, including but not limited to:

- Registered and pending Trademarks and Service Marks;
- Granted Patents and published Patent Applications;
- Registered Copyrights;
- Registered Design Rights;
- Domain Name registrations.

For each asset identified, please provide the registration/application number, filing date, current status, and the name of the record owner.

We request that the final report be delivered by [Date]. Please confirm receipt of these instructions and provide an estimate of the associated costs before proceeding.

Sincerely,

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