Date: [Insert Date]

To: [Name of Investigator/Agency]
Address: [Insert Address]

Re: Letter of Instruction for Asset Investigation

Dear [Name of Investigator],

I am writing to formally engage your services to conduct a comprehensive asset investigation regarding the following individual, who is a beneficiary of the [Name of Trust]:

Beneficiary Name: [Insert Full Name]
Last Known Address: [Insert Address]
Date of Birth: [Insert DOB, if known]
Social Security Number: [Insert SSN, if known]

Scope of Work:
Please identify and verify the following assets held by or associated with the beneficiary:

- Real estate holdings and property deeds.
- Bank accounts, brokerage accounts, and investment portfolios.
- Business interests, partnerships, or corporate affiliations.
- Vehicles, aircraft, or watercraft registered in their name.
- Judgment liens, UCC filings, or pending litigation.

Purpose:
This investigation is required to assist the Trustee in fulfilling fiduciary duties regarding [discretionary distributions / debt recovery / tax compliance / trust termination].

Confidentiality:
All information obtained during this investigation must be handled with strict confidentiality and in compliance with all state and federal privacy laws.

Reporting:
Please provide a written report of your findings by [Insert Date]. If you require further documentation or authorization to proceed, please contact me immediately.

Sincerely,

[Your Signature]

[Your Printed Name]
[Title, e.g., Trustee/Executor]
[Phone Number]
[Email Address]