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

[Date]

[Heir Tracer Name/Agency Name]
[Address]
[City, State, Zip Code]

RE: Formal Instruction to Locate Beneficiaries for the Estate of [Deceased Full Name]

Dear [Contact Person Name],

I am writing in my capacity as the [Administrator/Executor/Legal Representative] for the Estate of [Deceased Full Name], who passed away intestate on [Date of Death] in [City/County of Death].

The purpose of this letter is to formally instruct your firm to conduct a comprehensive search to identify and locate the lawful heirs-at-law entitled to inherit from this estate under the laws of intestacy for the jurisdiction of [State/Country].

Deceased Information:
Full Name: [Full Name, including aliases]
Date of Birth: [DOB]
Social Security Number (if applicable): [SSN]
Last Known Address: [Last Address]

Scope of Work:
1. Identify all eligible next-of-kin based on the attached family tree fragment (if any).
2. Provide current contact information and proof of identity for each located heir.
3. Provide a certified genealogical report and supporting documentation (birth, marriage, and death certificates) suitable for court submission.
4. Provide a sworn affidavit of due diligence upon completion of the search.

Terms and Compensation:
[Detail payment terms, e.g., "The agreed fee for this service is [Amount] plus expenses" OR "This search is commissioned on a contingency fee basis as per our signed agreement dated [Date]."]

Please confirm receipt of these instructions and provide an estimated timeline for your initial findings. Should you require further documentation from the estate files, please contact me directly.

Sincerely,

[Your Signature]

[Your Printed Name]
[Title/Role]