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

[Date]

[Heir Tracer Name/Agency Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

RE: URGENT INSTRUCTION - Heir Search for the Estate of [Deceased Full Name]
Probate Case Number: [Case Number]
Jurisdiction: [Court/County Name]

Dear [Contact Name or Agency],

I am writing to formally instruct your firm to conduct an urgent genealogical search to identify and locate the legal heirs for the above-referenced estate currently in probate.

Deceased Information:
Name: [Full Name]
Date of Death: [Date]
Last Known Address: [Address]

Scope of Work:
The court has set a strict deadline of [Insert Date] for the filing of the Final Affidavit of Heirship. Consequently, we require a comprehensive report by no later than [Insert Deadline Date]. Your investigation must include:

- Identification of all qualifying next-of-kin under the laws of intestacy for [State/Country].
- Current contact information and verified mailing addresses for all identified parties.
- Certified copies of vital records (birth, marriage, death) proving the lineage.
- A signed genealogical chart or affidavit suitable for court submission.

Urgency Notice:
Please be advised that the distribution of assets is pending the results of this search. Failure to meet the aforementioned deadline may result in a court-ordered delay or additional legal costs to the estate.

Please confirm receipt of this instruction and provide an estimated fee schedule and timeline within 24 hours.

Sincerely,

[Signature]

[Your Printed Name]
[Title, e.g., Executor / Personal Representative / Attorney at Law]