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

Date: [Date]

RE: Letter of Instruction for Missing Beneficiary Location

Dear [Contact Name or Manager],

I am writing in my capacity as the [Executor/Administrator/Trustee] of the Estate of [Deceased Full Name], who passed away on [Date of Death].

We are currently seeking to locate a missing beneficiary who is entitled to a portion of the estate assets. We require your professional services to establish the current whereabouts or confirm the death of the following individual:

Beneficiary Name: [Full Name]
Last Known Address: [Address]
Approximate Age/DOB: [Date of Birth]
Relationship to Deceased: [e.g., Brother, Cousin, Daughter]

Scope of Work:
Please conduct a comprehensive search to provide a current residential address and contact information. If the individual is deceased, please provide a copy of the death certificate or formal verification of death, along with information regarding any surviving issue (children).

Documentation Provided:
To assist your search, I have attached the following: [List documents, e.g., Family tree, old letters, or social security number if known].

Terms:
Please provide a written estimate of your fees and your standard service agreement before commencing the search. Any costs exceeding $[Amount] must be approved by this office in writing.

Please acknowledge receipt of this instruction by [Date]. I look forward to your report.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Law Firm Name]
[Phone Number]
[Email Address]