Date: [Insert Date]

To: [Heir Tracer/Genealogist Name/Agency Name]
Address: [Agency Address]
Country: [Agency Country]

Subject: Instruction to Locate Overseas Heirs for the Estate of [Deceased Full Name]

Dear [Contact Person Name],

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

The deceased left an estate that requires distribution to legal next-of-kin. However, we have reason to believe that potential heirs are currently residing in [Name of Overseas Country/Region]. Specifically, we are looking for information regarding:

- **Name of Person(s) to Locate:** [Name or "Unknown Descendants of X"]
- **Last Known Address:** [Last Known Address, if any]
- **Relationship to Deceased:** [e.g., Sibling, Cousin, Child]
- **Approximate Age/Date of Birth:** [Details]

Scope of Work:
I hereby instruct your firm to perform the following services:

1. Verify the identity and current location of the aforementioned individuals.
2. Provide certified documentation (birth, marriage, or death certificates) to prove the lineage.
3. Submit a final report detailing the family tree as it relates to the distribution of this estate.

Terms and Compensation:
[Choose one: We agree to your standard fee schedule as attached / We propose a contingency fee of X% / We authorize an initial research budget of $[Amount]]. Please provide a formal quote and your terms of service before commencing work.

Please acknowledge receipt of this instruction and provide an estimated timeline for your initial findings.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Company Name]
[Your Phone Number]
[Your Email Address]