[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 for Family Tree Verification
Estate of: [Full Name of Deceased]
Date of Death: [Date]
Case Reference: [Reference Number]

Dear [Contact Name],

I am writing to formally instruct your services to perform a comprehensive verification of the family tree for the above-mentioned estate.

The objective of this assignment is to identify and locate all potential beneficiaries entitled to inherit under the laws of intestacy. To assist in your investigation, I have enclosed the following preliminary information: [List documents, e.g., death certificate, known family names, or partial charts].

Your investigation should include, but is not limited to:

- Verification of all branches of the family tree (maternal and paternal).
- Provision of certified copies of birth, marriage, and death certificates for all relevant parties.
- Locating current contact information and proof of identity for all living heirs.
- A final genealogical report accompanied by a visual family tree chart.

Please provide a written estimate of your fees and an expected timeline for completion before commencing work. We require a progress update every [Number] days.

All information obtained during this investigation must be kept confidential and used solely for the purpose of settling this estate.

Please sign and return a copy of this letter to confirm your acceptance of these instructions.

Yours sincerely,

[Signature]

[Your Printed Name]
[Your Title/Capacity]