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

[Date]

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

RE: Formal Instruction for Skip Tracing Services - Estate of [Deceased Name]

Dear [Contact Name],

I am writing to formally retain your services to locate a missing legatee in connection with the administration of the aforementioned estate. We require a comprehensive skip trace to determine the current whereabouts or, if deceased, the date of death and details of any legal representatives of the following individual:

Subject Information:
Full Name: [Name of Missing Legatee]
Last Known Address: [Last Known Address]
Approximate Age/DOB: [Date of Birth]
Social Security Number (if known): [SSN]
Relationship to Deceased: [Relationship]

Scope of Work:
1. Conduct a thorough search of public records, databases, and genealogical resources.
2. Provide a current residential address and contact telephone number.
3. If the subject is deceased, provide a death certificate or official verification of death.
4. Provide a written report documenting the steps taken and the final findings.

Fees and Budget:
Our understanding is that your fee for this service is [Amount/Rate]. Please do not exceed [Budget Limit] without prior written authorization from this office.

Please confirm receipt of these instructions and provide an estimated timeline for the completion of your report. Attached are copies of [List any attached documents, e.g., Will snippet or previous correspondence] to assist in your search.

Sincerely,

[Signature]

[Your Printed Name]
[Title/Capacity, e.g., Executor or Attorney for the Estate]