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

[Date]

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

RE: Formal Instruction for Diligent Search of Unknown Heirs
Estate of: [Deceased's Full Name]
Case Number: [Court Case Number, if applicable]
Date of Death: [Date]

Dear [Contact Person Name],

I am writing to formally retain your services to conduct a diligent search for the legal heirs of the above-named decedent. Based on preliminary information, it appears the decedent died [intestate/with a partial intestacy], and we have been unable to locate all potential beneficiaries entitled to notice or distribution.

Scope of Work:

- Identify all living next-of-kin, including but not limited to [specify known branches, e.g., paternal/maternal cousins].
- Locate current contact information and addresses for all identified heirs.
- Provide certified copies of birth, marriage, and death certificates to establish the genealogical link to the decedent.
- Prepare a formal Affidavit of Diligent Search and a Family Tree Chart suitable for filing with the [Name of Court].

Known Information:
The following information is provided to assist your initial investigation: [Insert known details such as last known address, parents' names, or known siblings].

Fees and Reporting:
Your work is authorized up to a budget of $[Amount] before further approval is required. Please provide a preliminary status report by [Date].

Please acknowledge receipt of this instruction and provide your standard service agreement for our signature.

Sincerely,

[Your Signature]

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