[Your Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Date]

[Heir Tracer Name/Agency Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

RE: Estate of [Deceased Full Name]
Case Number: [Court Case Number, if applicable]

Dear [Name of Contact Person],

Following your investigation regarding the location of missing heirs for the above-referenced estate, we formally request that you provide an **Affidavit of Diligent Search**.

Please ensure that the Affidavit includes the following information:

- A detailed summary of all search methods utilized (e.g., public records, vital statistics, social media, interviews).
- A list of all individuals located and their current contact information.
- A list of any heirs who remain missing despite your efforts.
- Documentation of any negative leads or non-responsive contacts.
- A concluding statement confirming that a diligent and exhaustive search was performed in accordance with industry standards.

The Affidavit must be signed and notarized. We require this document by [Insert Date] for submission to the [Name of Court] probate proceedings.

Please send the original notarized document to our office and an electronic copy via email to [Email Address].

If you have any questions or require further information regarding the estate details, please contact me directly at [Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Capacity]