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

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

RE: Letter of Instruction - Investigation of Unclaimed Assets for the Estate of [Deceased Full Name]

Dear [Contact Name],

I am writing to formally instruct your firm to perform heir research and asset recovery services regarding the estate of [Deceased Name], who passed away on [Date of Death] in [Location].

As the [Executor/Administrator/Legal Representative] of the estate, I require your assistance in the following matters:

- **Verification of Beneficiaries:** Identify and locate all legal heirs or next of kin entitled to a distribution from the estate.
- **Asset Identification:** Conduct a comprehensive search for unclaimed bank accounts, insurance policies, stocks, or real property held in the name of the deceased.
- **Documentation:** Provide certified copies of birth, marriage, or death certificates required to prove kinship for the identified heirs.

Terms of Engagement:
Please provide a written report of your findings by [Date]. It is understood that your fee for these services shall be [Percentage % or Fixed Amount], as previously discussed and agreed upon in our service contract dated [Date].

Enclosed are the relevant documents to assist your search, including [List documents, e.g., Death Certificate, Last Known Address].

Please confirm receipt of these instructions and provide a preliminary timeline for your investigation.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Capacity]