

# TRACINGUK

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EXAMPLE: UNSUCCESSFUL ECONOMY & STANDARD TRACE REPORT

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TO

OUR REF

YOUR REF

DATE

Dear Sirs

**ANYTOWN BANK V OWEN EVRIBODI REF1234XYZ**

We refer to your instructions to trace in the above case and regret that despite extensive enquiries both locally and nationally we have been unable to trace a new residential address for the subject.

If the subject has only moved recently it is very likely that no immediate address linking information is available at this time.

We would recommend diarising this case ahead, and re-instructing us in around three months time when the subject's "electronic footprint" may become available.

Alternatively during the intervening period, should further information come to light subsequent to this report which may assist tracing, please advise us accordingly and we would be pleased to re-open our file.

As per our arrangement there is no fee.

Yours faithfully