

TRACINGUK

EXAMPLE: SUCCESSFUL EMPLOYMENT STATUS REPORT

TO

OUR REF

YOUR REF

DATE

Dear Sirs

ANYTOWN BANK V OWEN EVRIBODI REF1234XYZ

We are pleased to advise that after enquiry we have ascertained that the subject's employment status is as follows:

MACDOUGALLS PIE FACTORY

4321 Great Eastern Road

Glasgow

Work Tel 0141 496 0111

This was confirmed by speaking with the subject personally on mobile no 07700 900222. The number was supplied by the subject's father.

We are pleased to have been of assistance and now enclose our note of fee.

Yours faithfully