

TRACINGUK

EXAMPLE: SUCCESSFUL STANDARD TRACE REPORT

TO

OUR REF

YOUR REF

DATE

Dear Sirs

ANYTOWN BANK V OWEN EVRIBODI REF1234XYZ

We refer to your instructions in the above case and are pleased to report that we have successfully traced the subject of enquiry to:

Flat 3 1234 Great Eastern Road
Glasgow
G2 1AB

We have obtained the new address after confidential enquiry with a neighbour of the subject's previous address and this was confirmed by a new neighbour at Flat 4 of the above traced address on 2nd January 2010.

Telephone: Ex Directory

We thank you for your instructions and now enclose our up to date note of fee.

Yours faithfully