

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Request to Locate Former Employee

Dear :

I have been trying to locate an individual who was previously in your employment. The individual's name is {name of individual}. This person was believed to been employed by you during {time period}. Any information concerning this person's whereabouts would be much appreciated. You may contact me regarding this person or forward this letter to him/her.

Thank you for you assistance in this matter.

Sincerely,

N A M E