

Date: [Insert Date]

To: [Client Name]

Address: [Client Address]

City, State, Zip: [City, State, Zip]

Re: Status Update - Asset Discovery and Skip Tracing

Case Reference: [Insert Case/File Number]

Subject Name: [Insert Name of Individual or Entity]

Dear [Client Name],

This letter is to provide you with a formal update regarding the status of the asset discovery and skip tracing investigation currently being conducted for the above-referenced matter.

1. Skip Tracing Status:

Our team has initiated the process of locating the subject. To date, we have performed the following:

Database searches (Public Records, Utility Data, Credit Headers)

Address verification and history analysis

Verification of current employment status

Current Status: [In Progress / Located at: Insert Address / Unable to Locate]

2. Asset Discovery Status:

The search for tangible and intangible assets is ongoing. Preliminary findings include:

Real Property: [Identify findings or "Pending"]

Motor Vehicles/Watercraft: [Identify findings or "Pending"]

Business Interests/UCC Filings: [Identify findings or "Pending"]

Bank Account Searches: [In Progress/Authorized Stage]

3. Next Steps:

We are currently awaiting [Insert pending documents or information]. We anticipate providing a final comprehensive report by [Insert Date].

If you have any questions or have obtained new information that may assist in this investigation, please contact our office at [Insert Phone Number].

Sincerely,

[Your Name/Signature]

[Your Title]

[Company Name]