

DATE: [Insert Date]

TO: [Insert Name of Recipient/Agency]

ADDRESS: [Insert Address, if known]

CITY/STATE/ZIP: [Insert City, State, Zip]

RE: Location Request for Witness

CASE NAME: [Insert Case Name]

CASE NUMBER: [Insert Case Number]

Dear [Insert Name],

Our office represents [Insert Client Name] in connection with a legal matter currently pending in [Insert Jurisdiction/Court]. We are seeking to locate the following individual who is believed to be a witness to the events involved in this case:

- **Full Name:** [Insert Witness Full Name]
- **Last Known Address:** [Insert Last Known Address]
- **Date of Birth:** [Insert DOB, if known]
- **Social Security Number (Last 4):** [Insert XXX-XX-0000]

We are requesting your assistance in conducting a skip trace or records search to identify a current residential address, place of employment, or contact telephone number for this individual. This information is required for the purpose of [Insert Purpose: e.g., serving a subpoena / conducting an interview].

If there are any fees associated with this search, please notify our office before proceeding. If you require additional authorization or documentation to release this information, please let us know immediately.

Thank you for your prompt attention to this request. Please direct all findings to [Insert Contact Name] at [Insert Email Address] or [Insert Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Law Firm Name]

[Your Contact Information]