[DATE]

Contact Name

Address

Address2

City

State/Province

Postal Code

**RE: REQUEST TO LOCATE FORMER EMPLOYEE**

Dear [CONTACT NAME],

I have been trying to reach an individual who was previously employed by [COMPANY].  
  
[HIS/HER] name is [NAME OF INDIVIDUAL] and I have been informed that [HE/SHE] worked for you in [TIME PERIOD]. If you know [HIS/HER] current whereabouts, I would appreciate it if you could either let me know this information or forward this letter to [HIM/HER].  
  
Thanking you for your assistance in this regard.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

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