

DATE: [Insert Date]

TO: [Insert Client Name/Department]

FROM: [Insert Your Name/Agency]

SUBJECT: NOTICE OF ADMINISTRATIVE CLOSURE - EXHAUSTED SKIP TRACING

RE:

Subject Name: [Insert Subject Name]

Account/Case Number: [Insert Number]

Last Known Address: [Insert Last Known Address]

Dear [Insert Name],

Please be advised that we are administratively closing the file for the above-referenced subject effective immediately. This decision follows an extensive skip tracing investigation in which all available leads and resources have been exhausted without success in locating the subject or identifying attachable assets.

Our investigative efforts included, but were not limited to:

- Proprietary and public record database searches
- Credit header inquiries and social security verification
- Utility and DMV record searches
- Social media and open-source intelligence (OSINT) monitoring
- Verification of previous employment and known associates
- Physical neighborhood canvassing or mail forwarding checks

At this time, the subject is considered "unlocatable." No further action will be taken on this file unless new information is provided or discovered. We recommend retaining this file in your inactive records for future review should the subject reappear in public records.

Attached is a final summary report detailing the specific steps taken during this investigation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]