

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Recipient Name]  
[Recipient Address]

**RE: Request for Witness Statement and Contact Information - [Incident Date]**

Dear [Recipient Name],

I am writing to you regarding the incident that occurred on [Date of Incident] at [Location of Incident]. It is my understanding that you were present and may have witnessed the events that took place.

I am currently gathering information to document the facts of this matter. I would appreciate it if you could provide a written statement detailing what you observed. Specifically, please include:

- The approximate time of the incident.
- A chronological description of the events as you saw them.
- Details regarding any other parties involved.
- Any relevant conditions (e.g., weather, lighting, or noise).

Additionally, please provide your full legal name and preferred contact information (phone number and email address) so that I or my legal representative may follow up with you if necessary.

If you have any photographs, videos, or other documentation related to this incident, please let me know or include copies with your response.

Thank you for your time and assistance in this matter. Please provide your response by [Date].

Sincerely,

[Your Signature]

[Your Printed Name]