

Date: [Insert Date]

To: [Witness Name]
[Witness Address]
[City, State, Zip Code]

Subject: Witness Statement Regarding Accident on [Date of Accident]

Dear [Witness Name],

I am writing to you regarding a motor vehicle accident that occurred on [Date of Accident] at approximately [Time] at [Location/Intersection].

According to the police report or information gathered at the scene, you were listed as a witness to the event. I am currently collecting information to ensure an accurate account of what happened for insurance purposes.

Could you please provide a brief written statement describing what you saw? Specifically, any details regarding the following would be very helpful:

- The position and direction of the vehicles before the collision.
- The weather and road conditions at the time.
- Traffic signals or signs (e.g., who had the right of way).
- Your observations of the impact.

If you have any photos or video footage of the scene or the vehicles involved, please let me know. You may write your statement on a separate sheet of paper or use the space provided below. If you prefer to speak via telephone, please contact me at [Your Phone Number].

Thank you for your time and your assistance in this matter.

Sincerely,

[Your Signature]

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

Witness Statement:

Signature: _____ **Date:** _____