

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

[Date]

[Witness Name]
[Witness Address]

Subject: Request for Witness Statement Regarding Property Damage Incident on [Date of Incident]

Dear [Witness Name],

I am writing to you regarding the damage that occurred to my property located at [Location of Damage] on [Date and Time of Incident]. It is my understanding that you were present at the scene and may have witnessed the event.

I am currently in the process of filing an insurance claim/legal report, and an accurate account from a third-party witness is essential to resolve this matter fairly. I would greatly appreciate it if you could provide a brief written statement detailing what you saw.

If possible, please include the following details in your statement:

- A description of the events as you observed them.
- The names or descriptions of any individuals or vehicles involved.
- The approximate time the incident occurred.
- Any other relevant observations regarding the cause of the damage.

You may send the statement back to me via email at [Your Email Address] or by mail using the enclosed self-addressed stamped envelope. If you would prefer to speak via telephone first, please let me know a convenient time to call you.

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

Sincerely,

[Your Signature]
[Your Printed Name]