

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

[Date]

[Witness Name]
[Witness Address]

RE: Request for Witness Statement regarding incident on [Date of Incident]

Dear [Witness Name],

I am writing to you regarding an incident that occurred on [Date] at approximately [Time] at [Location/Address of Premises]. It is my understanding that you were present and may have witnessed the events surrounding [briefly describe accident, e.g., a slip and fall].

I am currently gathering information to document exactly what happened. As an independent witness, your account of the incident is very important. I would greatly appreciate it if you could provide a brief written statement answering the following questions:

- Where were you standing when the incident occurred?
- What did you observe regarding the condition of the floor/premises (e.g., spills, lighting, debris, or warning signs)?
- Did you hear any comments made by staff or management after the incident?
- What actions did you see me or others take immediately following the event?

Your assistance in ensuring an accurate record of the facts is very helpful. If you prefer to speak over the phone to provide your account, please let me know a convenient time to call you.

Thank you for your time and cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]