

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

[Date]

[Witness Name]
[Witness Address]

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

Dear [Witness Name],

I am writing to you regarding the [Type of Incident, e.g., motor vehicle accident] that occurred on [Date] at approximately [Time] at [Location].

I understand that you were present at the scene and may have witnessed the events. I am currently in the process of filing an insurance claim (Claim Number: [Claim Number, if known]), and your account of the incident would be extremely helpful in ensuring an accurate investigation.

If you are willing, could you please provide a brief written statement of what you observed? Specifically, any details regarding:

- The sequence of events leading up to the incident.
- The positions and actions of the parties involved.
- The weather or road conditions at the time.
- Any conversations overheard at the scene.

You may use the attached form or simply reply to this letter with your description of the events. Please include your full name, contact information, and signature at the end of the statement.

Thank you for your time and assistance in this matter. If you have any questions, please feel free to contact me at [Your Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]