

URGENT: REQUEST FOR WITNESS STATEMENT

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

[Date]

[Witness Name]
[Witness Address]

Re: Witness Statement Regarding [Description of Incident/Case Number] on [Date of Incident]

Dear [Witness Name],

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

I am currently [preparing for a legal claim/dealing with an insurance matter/conducting an investigation] regarding this matter. Because your account of the events is crucial to ensuring an accurate record, I am urgently requesting a written witness statement from you.

Please include the following details in your statement:

- Your full name and contact information.
- A detailed chronological account of what you saw, heard, or experienced.
- The exact location where you were standing when the incident occurred.
- Descriptions of any individuals or vehicles involved.
- Any other relevant observations.

Due to upcoming [legal deadlines/court dates], I would be grateful if you could provide this statement by [Deadline Date]. You may send the document via email to [Email Address] or by post to the address listed above.

If you have any questions or would prefer to provide this information via a brief phone call first, please contact me at [Phone Number].

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

Sincerely,

[Your Signature]

[Your Printed Name]