

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: Follow-up Request for Witness Statement regarding [Case Name/Incident Description]

Dear [Witness Name],

I am writing to follow up on my previous correspondence sent on [Date of Original Request] regarding the incident that occurred on [Date of Incident] at [Location of Incident].

As mentioned previously, your account of the events is very important to ensuring an accurate record of what transpired. I understand that you have a busy schedule, but I would greatly appreciate it if you could provide a brief written statement of what you observed.

For your convenience, I have enclosed another copy of the witness statement form and a pre-paid return envelope. Alternatively, you may email your statement to [Email Address].

If you have already sent the statement, please disregard this letter. If you have any questions or would prefer to provide your statement over the phone, please contact me at [Phone Number].

Thank you for your time and assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]