

Date: [Insert Date]

[Witness Name]

[Witness Address]

[City, State, Zip Code]

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

Dear [Witness Name],

We are currently reviewing a commercial liability claim regarding an incident that occurred on [Date of Incident] at [Location of Incident].

It is our understanding that you were present at the time of the event and may have witnessed the circumstances surrounding the incident. Your account is very important to help us ensure a fair and accurate investigation of the facts.

We kindly ask that you provide a written statement describing what you saw, heard, or experienced. Please include details such as:

- The approximate time and specific location.
- A description of the events leading up to, during, and after the incident.
- The names or descriptions of any other individuals involved.
- Weather or lighting conditions, if applicable.

If you have any photos or videos of the scene, please let us know or include copies with your statement.

Please sign and date your statement and return it to us by [Due Date] using the enclosed envelope or via email at [Email Address].

Thank you for your time and cooperation in this matter. If you have any questions, please contact me directly at [Phone Number].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]