

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

[Date]

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

RE: Request for Witness Statement Regarding Vandalism Incident on [Date of Incident]

Dear [Witness Name],

I am writing to you because it is my understanding that you may have witnessed an act of vandalism that occurred on [Date] at approximately [Time] at [Specific Location/Address].

The incident involved [briefly describe damage, e.g., graffiti on the north wall / a broken window / keyed vehicle]. As I am currently [filing an insurance claim / working with local law enforcement], a formal written statement from a third-party witness is necessary to document the events accurately.

If you are willing to assist, please provide a brief written account of what you observed. Specifically, it would be helpful if you could include:

- The time and date you observed the incident.
- A description of any individuals involved.
- A description of the actions you witnessed.
- Any other relevant details, such as vehicle descriptions or tools used.

You may send your statement via email to [Your Email Address] or by mail to the address listed at the top of this letter. If you have any questions or would prefer to speak via phone, please contact me at [Your Phone Number].

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

Sincerely,

[Your Signature]

[Your Printed Name]