

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

[Date]

[Witness Name]
[Witness Address]

RE: Request for Witness Statement regarding Hit and Run Incident on [Date of Accident]

Dear [Witness Name],

I am writing to you regarding a hit and run vehicle accident that occurred on [Date] at approximately [Time] at [Location/Intersection].

I understand that you were present at the scene and may have witnessed the event. As the other party involved fled the scene without providing their information, your account of what happened is vital to the ongoing investigation and my insurance claim.

I would greatly appreciate it if you could provide a brief written statement of what you observed. Specifically, any details regarding the following would be helpful:

- The make, model, or color of the vehicle that left the scene.
- The license plate number (even a partial number).
- A description of the driver.
- The direction the vehicle was traveling before and after the impact.
- The sequence of events as you saw them.

If you are willing to provide a statement, you can reply to this letter or contact me via phone at [Your Phone Number]. If you have already provided a statement to the police, please let me know the police report number or the name of the officer you spoke with.

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

Sincerely,

[Your Signature]

[Your Printed Name]