

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

[Date]

[Witness Name]
[Witness Address]

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

Dear [Witness Name],

I am writing to you regarding an incident that occurred on [Date] at approximately [Time] at [Location of Incident]. I believe you were present and may have witnessed what happened.

I am currently [filing an insurance claim / pursuing a legal case] related to the injuries I sustained during this incident. As an unbiased observer, your account of the events is very important to ensure an accurate record of the facts.

Could you please provide a brief written statement describing what you saw? Specifically, it would be helpful if you could include:

- Where you were positioned when the incident occurred.
- A description of the events leading up to, during, and immediately after the incident.
- Any observations regarding the conditions of the area or the behavior of the parties involved.

For your convenience, I have enclosed a self-addressed, stamped envelope. Alternatively, you can email your statement to me at [Your Email Address].

Thank you for your time and for your assistance in this matter. If you have any questions, please feel free to contact me.

Sincerely,

[Your Signature]
[Your Printed Name]