

[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 [Event Description/Case Name]

Dear [Witness Name],

I am writing to you regarding the catastrophic event that occurred on [Date of Event] at [Location of Event]. It is my understanding that you were present and may have witnessed the incident.

I am currently gathering information to ensure an accurate record of what transpired. As a third-party witness, your unbiased account of the events is crucial for [the insurance claim / legal proceedings / official investigation].

Could you please provide a written statement detailing what you observed? Specifically, any information regarding:

- The sequence of events leading up to the incident.
- The specific details of the event itself.
- Conditions at the scene (weather, visibility, etc.).
- Any other relevant observations made at the time.

You may use the attached form or provide a typed statement in your own words. If possible, please sign and date the statement. If you have any photos or videos taken at the scene, please let me know.

Thank you for your time and cooperation in this matter. If you have any questions or would prefer to provide this statement over the phone, please contact me at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]