

# Witness Statement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

## Subject: Request for Witness Statement

Dear [Recipient Name],

I hope this message finds you well. I am writing to request your assistance regarding the vehicle accident that occurred on [insert accident date] at [insert location]. Your presence during the incident makes your perspective valuable in understanding the circumstances surrounding the event.

As I am in the process of addressing the outcomes of this accident, your witness statement would be greatly appreciated. It will help clarify the situation for the involved parties and any insurance claims that may arise.

If you are willing to provide a statement, please include the following details:

- Your full name and contact information
- Your relationship to the incident (e.g., passerby, involved party)
- A detailed account of what you witnessed
- The time and date of the accident

Please feel free to reach out to me via email or phone if you have any questions or need further information. Thank you for considering this request, and I look forward to your prompt response.

Sincerely,

[Your Name]