

Formal Request for Witness Statement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a witness statement regarding [brief description of the incident or matter]. Your insight is invaluable and would greatly assist in [mention the purpose: legal proceedings, investigation, etc.].

Please provide your statement at your earliest convenience, ideally by [insert deadline]. If you have any questions or need further clarification, feel free to contact me at [your phone number] or [your email address].

Thank you for your assistance.

Sincerely,

[Your Name]