

Urgent Witness Statement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to urgently request your witness statement regarding [briefly describe the incident or matter]. Your insights are crucial to ensure a comprehensive understanding of the circumstances involved.

Given the time-sensitive nature of this request, I would appreciate it if you could provide your statement by [insert deadline]. If you have any questions or need further clarification, please do not hesitate to reach out to me directly.

Thank you in advance for your cooperation and timely response.

Sincerely,

[Your Name]