

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/Position]

[Court's Name]

[Court's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a witness statement in relation to the upcoming hearing for case number [Insert Case Number], scheduled for [Insert Hearing Date]. Your testimony is crucial for the court's understanding of the events that transpired on [Insert Date of Incident].

Please provide your detailed account of the events, including any relevant facts that may assist the court. If possible, I would appreciate receiving your statement by [Insert Deadline Date], to allow sufficient time for preparation.

Thank you for your attention to this matter. If you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position/Relationship to Case]