

# Witness Statement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a witness statement from you regarding my employment verification at [Company's Name]. As part of a required process, I need to provide evidence of my employment, and your statement would greatly assist in this matter.

Please include details such as my position, the dates of my employment, and any relevant information that can support the verification of my employment.

If you require any additional information or have any questions, please do not hesitate to reach out to me at [Your Phone Number] or [Your Email Address]. I appreciate your time and assistance with this request.

Thank you for your help.

Sincerely,

[Your Name]