

# Witness Statement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[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 case, e.g., a specific event or legal matter]. Your testimony is crucial for the proceedings related to [case reference, if applicable].

Please include details on [specific aspects you want them to cover], as your perspective will greatly aid in understanding the circumstances surrounding the case.

I would appreciate it if you could provide your statement by [specific deadline], to ensure we have sufficient time to prepare for the upcoming legal proceedings.

Thank you for your attention to this matter. Should you have any questions or require further information, please feel free to contact me at your earliest convenience.

Sincerely,

[Your Name]