

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request your assistance in providing a witness statement regarding the personal injury incident that occurred on [date of incident] at [location of incident].

Your presence during the event makes your account particularly valuable in establishing the circumstances surrounding the incident. Your testimony could greatly assist in clarifying the details as we pursue this matter.

If you are willing to provide a statement, please let me know a convenient time for us to discuss this further. Your support is greatly appreciated, and I look forward to hearing from you soon.

Thank you for considering this request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]