

Witness Statement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Police Department Name]

[Police Department Address]

[City, State, Zip Code]

Subject: Request for Witness Statement Regarding [Case/Incident Description]

Dear [Officer's Name or "Sir/Madam"],

I am writing to formally request a witness statement in relation to [briefly describe the incident or case, including date, time, and location]. I believe that my testimony may provide valuable information that could assist in the investigation.

As a witness, I can provide details regarding [briefly outline what you witnessed or your connection to the event]. I am available for an interview at your earliest convenience and can be reached at [your phone number] or [your email address].

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]