

Request for Witness Statements

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request your assistance regarding a defamation matter in which I am currently involved. As part of the investigation, I am seeking witness statements to provide clarity and support my position.

Specifically, I would greatly appreciate it if you could provide a statement detailing your observations related to the statements made by [Defendant's Name] on [Date of Incident]. Your insights would be invaluable and could significantly assist in resolving this matter.

If you agree to provide a witness statement, please reach out to me at your earliest convenience. I can be reached via the contact information provided above. Your cooperation in this matter would be greatly appreciated.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]