

# Request for Witness to Testify

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Request for Testimony**

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request your presence as a witness to testify in regard to [brief description of the matter, e.g., "the upcoming case in [Court Name] regarding [case details]"].

Your knowledge and expertise in [specific area related to the case] would greatly contribute to the understanding of the circumstances surrounding the case, and I believe your testimony will be invaluable.

Please let me know your availability to discuss this matter further, as well as any questions you might have regarding the logistics involved. I appreciate your attention to this matter and hope you can assist us.

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

Sincerely,

[Your Name]

[Your Title/Position, if applicable]