

# REQUEST FOR WITNESS STATEMENT

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are reaching out to you regarding the incident that occurred on [insert date of accident] at the construction site located at [insert address]. Your presence at the site during the time of the accident makes you a valuable witness.

We kindly ask that you provide a written statement detailing what you observed. This information is crucial for ensuring a thorough investigation and understanding of the events that transpired.

Please include in your statement the following:

- The time and date of the incident
- Your location at the time
- Details of the incident as observed
- Any other individuals present that you can recall

You may send your statement to us either by mail or email at [insert email address]. If you have any questions or need further assistance, please do not hesitate to contact us at [insert phone number].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]