

[DATE OF LETTER]

[WITNESS' NAME, ADDRESS, & PHONE #]

Re: [TYPE OF CLAIM] injury on [DATE OF INCIDENT]

Dear Mr./Mrs. [WITNESS],

Please be advised that I am pursuing a claim for personal injuries as a result of a [TYPE OF CLAIM] which occurred on [DATE OF INJURY] at [LOCATION].

You witnessed this incident. Attached to this letter you will find a witness statement that I implore you to fill out. Please explain in detail exactly what you witnessed on the above referenced date.

Please complete your statement and return it in the enclosed self-addressed, stamped envelope, provided for your convenience. At some time in the future, I may need to contact you further with regard to this statement.

I greatly appreciate your cooperation with regard to this matter.

Sincerely,

[YOUR NAME, ADDRESS, & PHONE]



