XXXXXXXX

XXXXX

XXXX

Dear <Witness Name>,

**Re: Accident Witness Statement**

**Case Ref: {{client\_vrn}}/ XXXXXXXX**

**Accident on: {{accident\_date}}**

We have been appointed by {{client\_name}} to act on their behalf in relation to the above mentioned incident and are currently in the process of trying to obtain a settlement for the damages caused as a result of the collision.

We have been advised by our client that there were a number or witnesses at the scene of the accident who may be able to corroborate the circumstances of the collision and their version of events, this will also help the ongoing negotiations massively and hopefully make for a much quicker overall case turnaround time.

We would greatly appreciate any assistance in this matter and if you are willing to assist then please complete and return the enclosed witness statement in the free post envelope provided.

We would also like to remind you that although we act directly for {{client\_name}} , your witness statement is considered completely independent so your account of the events must also be the same and simply “as you remember them”.

If you require any help completing the Witness statement, then please do not hesitate to give a member of our team a call on 0161 639 0141.

Thank you once more for your time and assistance,

Yours Sincerely,

Thomas Carroll

**CC Response**