**Private and Confidential**

*[Insert name]*

*[Insert address]*

*[Insert date]*

Dear *[insert name]*,

**Re: Request for a witness statement**

I am writing to ask that you provide our organisation with some information that could assist with our internal procedures. An allegation *[delete as appropriate - has been raised/has come to light]* in connection with one of our employees, *[insert name of employee]*.

The specific allegation relates to *[insert details* *of incident including dates, time and location].* My understanding is that you witnessed the incident or may have important information which you could be important to our handling of this matter.

As part of our formal procedures, I am conducting an investigation and would appreciate your co-operation and assistance. Therefore, I am writing I ask if you would kindly provide a signed and dated witness statement stating in detail what you saw and/or heard during the alleged incident, including dates and times. I would also be grateful if you could confirm your relationship to the employee, if applicable. We intend to use this statement as evidence as part of our procedures.

Once completed, please send your statement to me at the above address by *[insert date]* using the pre-paid envelope I have enclosed.

Thank you for your assistance with this matter, if you require any further information with regard to this, please do not hesitate to contact me confidentially on *[insert number]*.

Yours sincerely,

*[Insert name]*

*[Insert job title]*