

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Court Name]

[Court Address]
[City, State, Zip Code]

Dear [Recipient's Name],

RE: Court Witness Statement for [Case Name/Number]

I, [Your Full Name], hereby provide my witness statement regarding the case of [Case Name/Number], scheduled to be heard on [Court Date].

[Insert brief background about your involvement in the case, including how you witnessed the events in question and the relevant details you can provide.]

I am prepared to present my testimony and provide any necessary documentation or evidence to support my statements.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title or Relationship to Case, if applicable]