

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Organization]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Witness Oath

I, [Your Full Name], hereby declare and affirm that I will testify truthfully and to the best of my knowledge in the matter concerning [Brief Description of the Case or Matter]. I understand that providing false information is subject to legal penalties.

I acknowledge my duty as a witness and commit to attending all scheduled hearings and providing any necessary statements or documents as required.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]