

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

[Recipient Name]
[Recipient Title]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request your assistance as a witness for a speeding ticket I received on [Date of Ticket] at [Location of Incident].

The details of the incident are as follows:

- Ticket Number: [Ticket Number]
- Officer's Name: [Officer's Name]
- Description of the Incident: [Brief description of what happened]

I believe your account of the events may provide valuable insight, as you were present during the incident. If you are willing to assist me, I would appreciate your testimony regarding [specific details you need them to support].

Please let me know if you would be available to discuss this further or if you require any additional information from my side. You can reach me at [Your Phone Number] or [Your Email Address].

Thank you very much for considering my request.

Sincerely,
[Your Name]