

Our Ref: «MATTER_FEE_EARNER_ID»/«client_no»/«matter_no»

25 March 2022

Dear

Re: «MATTER_MATTER_DESCRIPTION»

Further to our recent communications I have now drafted your witness statement as discussed.

I enclose the statement for your approval. Please check the content is a correct and accurate account of the circumstances.

If you are happy with the statement as it is drafted, please can you sign and date it and then return it to me.

Alternatively, please amend the statement or telephone me to discuss any amendments that you may wish to make over the phone.

It is important to note the statement at truth at the end of your statement. It is important that your statement is true and accurate because it may be disclosed to the judge and relied upon at trial in due course. By signing the statement of truth you are confirming to the court that you have an honest belief in the content of the statement.

It is important to appreciate that proceedings for contempt of court may be brought against anyone who makes, or causes to be made, a false statement in a document verified by a statement of truth without an honest belief in its truth.

If you are happy with the statement as it is drafted please can you sign and date it and then return it to me in the enclosed pre-paid envelope.

Yours sincerely

«CALCULATION_FEE_EARNER_DESCRIPTION»
«PRACTICEINFO_PRACTICE_NAME»

