

Our Ref: «MATTER\_FEE\_EARNER\_ID»/«client\_no»/«matter\_no»

25 March 2022

«FW\_CN\_WITNESS2\_FWWIT2TITLE» «FW\_CN\_WITNESS2\_FWWIT2INTS»  
«FW\_CN\_WITNESS2\_FWWIT2SURNAME»  
«FW\_CN\_WITNESS2\_FWWIT2ADDRESS»

Dear «FW\_CN\_WITNESS2\_FWWIT2TITLE» «FW\_CN\_WITNESS2\_FWWIT2SURNAME»

**Re:** «LINKNAME\_FORENAME\_1» «LINKNAME\_SURNAME\_1» v  
**Date of Alleged** «FW\_CN\_DEF1\_FW\_CN\_D1\_NEG\_DT»  
**Negligence:** «FW\_CN\_DEF1\_FW\_CN\_D1\_NEG\_DT»

We act on behalf of «LINKNAME\_FORENAME\_1» «LINKNAME\_SURNAME\_1». We understand that you may be able to provide valuable information to the Court regarding a case of alleged negligence which took place on «FW\_CN\_DEF1\_FW\_CN\_D1\_NEG\_DT» «FW\_CN\_DEF1\_FW\_CN\_D1\_NEG\_DT». If you are willing to provide information which may be helpful to the case, it may be necessary for a witness statement to be taken and, further, for you to appear in Court to give evidence.

Please can you telephone the above number to discuss the matter generally and make an appointment if necessary. If you do have to attend Court, it is possible to claim reasonable travel expenses and loss of earnings from the Court, but you should note that they may only pay a proportion of such costs.

If you are willing to be a witness in the case, please return the slip below in the stamped addressed envelope provided.

Yours sincerely

«CALCULATION\_FEE\_EARNER\_DESCRIPTION»  
«PRACTICEINFO\_PRACTICE\_NAME»

«MATTER\_FEE\_EARNER\_ID»/«client\_no»/«matter\_no»

**Re:** «LINKNAME\_FORENAME\_1» «LINKNAME\_SURNAME\_1» v  
**Date of Alleged** «FW\_CN\_DEF1\_FW\_CN\_D1\_NEG\_DT»  
**Negligence:**

I, «FW\_CN\_WITNESS2\_FWWIT2FORENAME»  
«FW\_CN\_WITNESS2\_FWWIT2SURNAME», confirm that I am willing to be a witness in this case.

Signed.....

Dated.....