

Re: _____
Defendant: _____
Date of Accident: _____

Dear: _____

I have been employed by the above referenced Plaintiff to represent him/her in a lawsuit related to a motor vehicle accident which occurred on the above referenced date. My records indicate that you may have been a witness to this incident. Therefore, I would appreciate your contacting me at the address and/or telephone numbers above so that we can discuss this matter further.

At this time my client has not yet filed suit against the above named Defendant. We are in the process of trying to settle this case without filing a lawsuit. In order to do so we need to know what your knowledge of this matter is. If we cannot get this matter resolved without filing a lawsuit, you will have to be served with a subpoena in order to testify at a deposition and/or at a trial. Appearing for a deposition and/or for a trial may be very inconvenient for you. The Court will order you to appear for these events without any consideration for your schedule. However, if you will help us resolve this matter before a lawsuit is filed, I will do everything I can to make this as convenient for you as possible.

Thanking you for your cooperation with this matter, I am

Very truly yours,
