*Witness Interview Invitation Template.*

Complaint ID

Dear,

I am currently investigating [an incident that occurred on…a compliant related to]. [Thank them if they provided a report/statement, e.g. Thank you so much for your account of the incident, reported on date.] As you may be able to further help with our internal investigation as a witness, I am writing to ask if you would be willing to [meet/talk] to review the [incident/complaint]?

We would be grateful for your additional assistance, and if you would [meet/talk] with us, we will try to schedule at your convenience. The interview should take about [approximate time]. It will be conducted by [interviewers names, titles, bureau/offices]. We are happy to host the meeting at our office [address]. The building is [provide location description, nearby parking and transit options along with a comment that parking expenses will be reimbursed]. We can also meet at a location more convenient for you. Or, if you are not available to meet in person, would you be available for an interview over the phone?

 We would like to schedule the interview preferably between [date range option]. Please contact [name in bureau/office] to arrange a time, and if necessary, another location for the meeting. You can reach them at [phone number, relay, email].

 If there is anything you are unsure of or wish to seek clarification, please do not hesitate to contact me. Thank you again.

Sincerely,

[Meaningful Access Statement – short or long version - with appropriate contact information]