

Template Letter to Accompany Witness Statement

I attach the typed notes of your interview on xxxx with xxxx. These notes are intended to be an accurate but not verbatim record of the interview. By signing the notes, you are confirming that you have read them and have proved the contents as an accurate record of the discussion, taking into account any qualifying or clarifying comments that you may wish to append and that that the notes of this meeting may be used as part of any formal action that may occur.

If there are any aspects of the notes that you believe are inaccurate, please do not delete them, but make additional comments – either in the space available on the notes or in an additional note. Please sign any separate sheets and the notes before returning them. Any amendments will be added to our file.

Please turn these around quickly, within five working days. If notes are not received by this date, they will be deemed as accepted and will be submitted with the report.

I would like to remind you of the sensitivity of this matter and the need for confidentiality and that you may be called as a witness, for which you would be given appropriate support.

Mae croeso i chi gysylltu gyda'r Cyngor trwy gyfrwng y Gymraeg neu'r Saesneg.

You are welcome to contact the Council through the medium of Welsh or English.