Letter from Claimant to OITFET seeking Witness Order

Claimant's Address for Correspondence

The Secretary
Office of the Industrial Tribunal and
Fair Employment Tribunals
Killymeal House
5 Cromac Quay
Ormeau Road
Belfast

Date

Re: OITFET Case No XXX/YY Claimant v Respondent

Dear

I am the Claimant in the above entitled case and I write requesting an order of the Tribunal requiring the attendance of *[insert name and address]* as a witness at the hearing of my claim. The hearing is listed for *[insert dates].*

The reason for requesting this Witness Order is that I *[am told] [firmly believe] Delete as appropriate* that *[insert name]* will not attend as a witness unless such an order is made. I understand that the reason s/he will not attend is *[insert reason].*

This person can give evidence about *[insert a brief description of the nature of their evidence]* and is required as a witness because *[insert reason].*

Yours etc