

[Your Name]
[Your Title]
[Your Agency/Department Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Agency/Department Name]
[Address]
[City, State, Zip Code]

Subject: Issuance of Arrest Warrant

Dear [Recipient's Name],

I am writing to formally request the issuance of an arrest warrant for [Defendant's Name], [Defendant's Date of Birth], [Defendant's Address]. The warrant is sought in connection with [brief description of the charges or criminal activity], as outlined in the attached affidavit.

Summary of Charges:

- [Charge 1: Brief description]
- [Charge 2: Brief description]
- [Charge 3: Brief description]

Details of Incident:

On [Date of Incident], it is alleged that [provide a detailed account of the incident leading to the charges].

Attached Documents:

1. Affidavit of [Name of Affiant]
2. Police Report
3. Evidence Documents (if applicable)

We believe that adequate probable cause has been established. Please let me know if further information is required for the processing of this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Agency/Department Name]
[Attachments: List of attached documents]