

[Your Name]  
[Your Position]  
[Department/Agency Name]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: Arrest Warrant Notice

Dear [Recipient's Name],

This letter serves as a formal notification regarding the issuance of an arrest warrant against you. The warrant was issued on [Date of Issuance] by [Issuing Authority] for the following charges:

- [Charge 1]
- [Charge 2]
- [Charge 3]

It is imperative that you take this matter seriously. Please be advised that failure to comply with this notice may result in further legal action.

You are required to report to [Location] on or before [Date] at [Time].

If you fail to appear, law enforcement may take immediate action to execute the warrant.

Should you have any questions or wish to discuss this matter further, please contact [Contact Person] at [Contact Phone Number or Email].

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]  
[Department/Agency Name]