

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Department/Agency]
[Recipient's 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 [Full Name of Individual], [Date of Birth], [Social Security Number or other identifying information, if applicable], based on the following allegations:

[Insert a brief description of the criminal offense(s) committed, including relevant dates, locations, and any pertinent details of the case.]

Upon investigating the matter, we have gathered sufficient evidence including [list types of evidence, e.g., witness statements, video footage, forensic evidence, etc.] that substantiates the charges against [Individual's Name].

Therefore, I kindly ask that you review the enclosed affidavit and supporting documents for your consideration in issuing an arrest warrant. Thank you for your immediate attention to this matter. Should you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Department/Agency]

Enclosures: [List of enclosed documents, e.g., affidavit, evidence, etc.]