

SAMPLE

NOTIFICATION LETTER TO OFFENDER WITNESSES

[Date]

[Name]
[Address]
[City, State, Zip]

Dear [Name]:

It is with empathy that I must inform you that offender [name and DOC #] is scheduled to die by lethal injection at the Oklahoma State Penitentiary on [date of execution] at [time of execution] in accordance with Oklahoma State Statute 22 Section 1015. Offender [name] has requested you as a witness to the execution.

You should arrive at [location] at [time] on the day of the execution. Personnel will meet you there and escort you to the institution at the proper time. Please ensure you have picture identification with you.

If additional information is needed, or if I may be of assistance in other ways, please do not hesitate to contact me at 918-423-4700, extension 617.

Sincerely,

[name]
Warden