REQUESTING AGENCY LETTER-HEAD

Date:

To: Laboratory Director John Dziedzic

Chicago Regional Computer Forensics Laboratory

From: Chief John Doe

Anytown, PD

[address/phone/email]

Reference: Anytown PD Case Number:

Nature of case (offense)

Case title (suspect or victim name)

Dear Laboratory Director John Dziedzic:

This letter is a formal request for digital forensic assistance from the Chicago Regional Computer Forensics Laboratory (CGRCFL).

Digital forensic services are requested for the following:

[summary of assistance needed and evidence to be submitted]

This letter acknowledges that our agency does not provide personnel or funding to the CGRCFL, and as such, we are aware that the CGRCFL Laboratory Director may not be able to provide forensic services on the above referenced request based on the availability of appropriate resources and staffing levels at the CGRCFL.

We further acknowledge that the forensic assistance provided by the CGRCFL may require our investigator to assist in the review of the submitted evidence using the CGRCFL Case Agent Investigative Review (CAIR) program.

Sincerely,

Chief John Doe

Anytown, PD