

Date:

To: SSA Sarah Lucas, Lab Director

From: Chief John Doe
Anytown, PD
[address/phone/email]

Reference: Anytown PD Case Number:
Nature of case (offense)
Case title (suspect or victim name)

Director Lucas:

This letter is a formal request for computer forensic assistance from the Heart of America Regional Computer Forensics Laboratory (HARCFL).

Forensic services are requested for: [summary of assistance needed and evidence to be submitted]

This letter acknowledges that our agency does not provide personnel or funding to the HARCFL, and as such, the HARCFL Laboratory Director has the option to refuse to provide forensic services on the above referenced case.

Sincerely,

Chief John Doe
Anytown, PD