

Date:

To: **Lab Director Susan Ellis**
New Mexico Regional Computer Forensic 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)

Director Ellis:

This letter is a formal request for computer forensic assistance from the New Mexico Regional Computer Forensic Laboratory (NMRCFL).

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 NMRCFL, and as such, the NMRCFL Laboratory Director has the option to refuse to provide forensic services on the above referenced case.

We further acknowledge that the forensic assistance provided by the NMRCFL may require our investigator to assist in the review of the submitted evidence using the NMRCFL Case Agent Investigative Review (CAIR) system or other self-service forensic programs.

Sincerely,

Chief John Doe
Anytown, PD