

**Date:** *XX/XX/XXXX*

**To:** **Lab Director Betsy Bartko**  
**Northwest Regional Computer Forensics Laboratory**

**From:** *Chief/Sheriff John Doe*  
*xxxxxx PD/SO*  
*[address/phone/email]*

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

**Director Bartko:**

**This letter is a formal request for computer forensic assistance from the Northwest Regional Computer Forensics Laboratory (NWR CFL).**

**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 NWR CFL, and as such, the NWR CFL 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 NWR CFL may require our investigator to assist in the review of the submitted evidence using the NWR CFL Case Agent Investigative Review (CAIR) system or other self-service forensic programs.**

**Sincerely,**

*Chief/Sheriff John Doe*  
*xxxxxx PD/SO*