

**REQUESTING AGENCY LETTER-HEAD**

**Date:**

**To:           Laboratory Director Stephen Crist  
                  Orange County 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)***

**Dear Laboratory Director Crist:**

**This letter is a formal request for computer forensic assistance from the Orange County Regional Computer Forensic Laboratory (OCRCFL).**

**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 OCRCFL, and as such, we are aware that the OCRCFL 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 OCRCFL .**

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

**Sincerely,**

**Chief John Doe  
Anytown, PD**