

\*All requests for assistance must be placed on the submitting agency's letterhead.\*

Date

To: SSA Todd Spiker  
Laboratory Director  
Tennessee Valley Regional Computer Forensics Laboratory

From: Your Title/Name (Must be a Chief, Sheriff or Commanding Officer)  
Your Agency

Reference: Agency Name Case #12345  
Nature of Case and/or Defendant Name

Director,

This letter is a formal request for computer forensic assistance from the Tennessee Valley Regional Computer Forensics Laboratory (TVRCFL).

This letter acknowledges that our agency does not provide personnel or funding to the TVRCFL, and as such, the TVRCFL Lab Director has the right to decline services on the above referenced case, if the staff cannot accommodate the request.

We further acknowledge that any forensic assistance provided by the TVRCFL on the above referenced case may require our Case Agent(s) to review the evidence using the Case Agent Investigative Review (CAIR) process.

Respectfully,

Your Name  
Agency Name