

Date: [Insert Date]

To: [Recipient Name/Service Provider]

Company: [Company Name]

Address: [Street Address, City, State, Zip]

RE: Letter of Instruction for Hard Drive Imaging and Chain of Custody

Dear [Recipient Name],

This letter serves as formal instruction for the forensic imaging and preservation of the digital media identified below:

1. Identification of Media:

Device Type: [e.g., Laptop, External Hard Drive]

Make/Model: [e.g., Dell Latitude 5420]

Serial Number: [Insert Serial Number]

Storage Capacity: [e.g., 500GB SSD]

2. Scope of Work:

You are instructed to perform a bit-for-bit forensic image (physical image) of the aforementioned media. The imaging process must utilize write-blocking technology to ensure the original data remains unaltered. Please provide the output in [e.g., .E01 or .raw] format.

3. Verification:

Upon completion of the imaging, please provide MD5 and/or SHA-1 hash values for both the original source and the resulting image file to verify data integrity.

4. Chain of Custody:

A strict Chain of Custody must be maintained at all times. Please document the following:

- Date and time of receipt of the media.
- Full name of the technician handling the media.
- Secure storage location details while the media is in your possession.
- Date and time of media return or transfer.

All transfers of possession must be signed and dated by both the delivering and receiving parties.

5. Delivery and Reporting:

Upon completion, please deliver the forensic image via [e.g., encrypted drive] and include a formal "Report of Forensic Imaging" along with the completed Chain of Custody logs.

Please acknowledge receipt of these instructions and the identified hardware by signing below.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Organization]

Acknowledgment of Receipt

Received by: _____ Date: _____