

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title/Company Name]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE TO PRESERVE EVIDENCE

Dear [Recipient Name],

This letter serves as a formal notice to preserve all evidence related to the incident occurring on [Date of Incident] at [Location of Incident], involving [Names of Parties Involved].

You are hereby directed to preserve, and instructed not to destroy, conceal, alter, or modify any and all evidence in your possession, custody, or control that may be relevant to this matter. This includes, but is not limited to, the following:

- Electronic data (Emails, text messages, voicemails, and server logs);
- Physical records (Maintenance logs, incident reports, contracts, and personnel files);
- Video and audio recordings (Surveillance footage, dashcam video, and security tapes);
- Physical items (Equipment, vehicles, or components involved in the incident);
- Photographs and diagrams of the scene.

Failure to comply with this notice may result in legal sanctions for spoliation of evidence. Such sanctions may include an "adverse inference" instruction to a jury, monetary fines, or the striking of your pleadings in any future litigation.

If any of this evidence is currently scheduled for routine destruction or deletion via automated systems, you must immediately take steps to bypass those processes to ensure the data is preserved.

Please acknowledge receipt of this letter in writing within [Number] days and confirm that the requested evidence has been secured.

Sincerely,

[Your Signature]

[Your Printed Name]