

[Sender Name]
[Sender Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

VIA [CERTIFIED MAIL / EMAIL / PROCESS SERVER]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

RE: LEGAL NOTICE REGARDING DOCUMENT RETENTION AND PRESERVATION OF EVIDENCE

Dear [Recipient Name],

Please be advised that [Your Name/Client Name] is preparing for potential litigation against [Recipient/Entity Name] regarding [Briefly Describe Incident or Dispute, e.g., the motor vehicle accident on July 1, 2023].

This letter serves as a formal demand for you to preserve all documents, data, and tangible things that are relevant to this matter. You are hereby directed to take immediate steps to prevent the destruction, alteration, or deletion of all evidence, whether in paper or electronic form.

I. Scope of Preservation

The duty to preserve includes, but is not limited to, the following:

- Electronic mail (emails), attachments, and calendar entries;
- Text messages, instant messages, and internal chat logs (e.g., Slack, Teams);
- Physical files, handwritten notes, and correspondence;
- Video surveillance footage, photographs, and audio recordings;
- Electronic metadata, databases, and log files;
- [Insert Specific Item, e.g., Vehicle Black Box data or Maintenance Logs].

II. Suspension of Routine Destruction

You must immediately suspend any "auto-delete" functions or routine document destruction policies (including the recycling of backup tapes or overwriting of hard drives) that may affect the records described above. Failure to do so may result in legal sanctions for spoliation of evidence.

III. Legal Notice of Spoliation

Please be advised that under applicable law, the failure to preserve relevant evidence once litigation is reasonably anticipated can lead to severe penalties, including evidentiary sanctions, monetary fines, or an "adverse inference" instruction to a jury.

Please acknowledge receipt of this letter in writing and confirm that you have issued a "Litigation Hold" to all relevant employees and IT personnel.

Sincerely,

[Your Signature]

[Your Printed Name]