

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

VIA [Certified Mail / Email / Process Server]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE OF POTENTIAL LITIGATION AND SPOILIATION ADVISORY

Matter: [Description of Incident/Contract/Claim]

Date of Incident: [Date]

To [Recipient Name],

Please be advised that this office represents [Client Name] regarding a legal claim arising from [Brief Description of Incident]. This letter serves as formal notice of potential litigation against you and/or your organization.

Duty to Preserve Evidence

Pursuant to applicable law, you are hereby directed to preserve and maintain all evidence, documents, and data (whether physical or electronic) that may be relevant to this matter. This includes, but is not limited to, any information that relates to the circumstances of the incident, the parties involved, and any subsequent investigations.

Scope of Preservation

You are required to take immediate steps to prevent the destruction, alteration, or deletion of the following:

- Electronic mail (emails) and attachments;
- Internal memos, notes, and correspondence;
- Video surveillance footage (CCTV) and audio recordings;
- Logs, maintenance records, and inspection reports;
- Electronic data including metadata, databases, and server backups;
- Physical objects or equipment involved in the incident;
- Social media posts and mobile device messages (SMS/WhatsApp).

Suspension of Routine Destruction

You must immediately suspend any automated or routine document retention/destruction policies

that might result in the loss of relevant data. Failure to preserve this evidence may result in legal sanctions for "spoliation of evidence," which can include adverse evidentiary inferences or monetary penalties in court.

Please acknowledge receipt of this letter and confirm in writing that you have initiated a "Legal Hold" to preserve the records requested above.

Sincerely,

[Signature]

[Your Printed Name]