

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name/Registered Agent]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

**RE: LEGAL NOTICE FOR THE PRESERVATION OF EVIDENCE**

**Matter:** [Name of Underlying Case/Reference Number]

**Incident Date:** [Date of Incident]

Dear [Recipient Name],

Please be advised that [Your Name/Client Name] is involved in a legal matter regarding [brief description of incident]. We have reason to believe that your organization is in possession of documents, electronically stored information (ESI), and physical evidence that is relevant to this matter.

This letter serves as a formal demand for you to preserve all evidence in your possession, custody, or control related to the following:

- [Description of specific records, e.g., security camera footage from Location X at Time Y]
- [Description of specific documents, e.g., maintenance logs, incident reports, or contracts]
- [Description of electronic data, e.g., emails, text messages, or GPS data between Date A and Date B]
- [Description of physical objects, e.g., defective parts or equipment]

You are hereby directed to immediately suspend any routine or automatic data destruction policies, including the overwriting of video surveillance, the recycling of backup tapes, and the purging of emails or server logs that may contain relevant information.

Failure to maintain and preserve this evidence may result in legal consequences, including but not limited to, a third-party spoliation lawsuit, court-ordered sanctions, or an adverse inference instruction against you in future proceedings.

Please acknowledge receipt of this letter in writing and confirm that the necessary litigation holds have been placed on the requested materials. If you believe any of the requested evidence is currently in the possession of another party, please notify us immediately.

Sincerely,

[Your Signature]

[Your Printed Name]