

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

[City, State, Zip Code]

**RE: FORMAL NOTICE TO PRESERVE EVIDENCE**

**Matter:** [Case Name or Description of Incident]

**Date of Incident:** [Date]

Dear [Recipient Name],

Please be advised that this office represents [Client Name] regarding the above-referenced matter. This letter serves as a formal demand for the preservation of all evidence, documents, and data related to the incident occurring on [Date] at [Location].

You are hereby instructed to take immediate steps to prevent the destruction, alteration, deletion, or disposal of all records, whether in physical or electronic form, including but not limited to:

- Electronic communications (emails, text messages, instant messages);
- Video surveillance footage, security tapes, and photographs;
- Maintenance logs, inspection records, and repair invoices;
- Personnel files and witness statements;
- Electronic data (metadata, hard drives, server logs, GPS data);
- Physical objects or equipment involved in the incident.

Failure to maintain and preserve this evidence may result in legal sanctions for spoliation of evidence, including but not limited to, an adverse inference instruction or the striking of pleadings in future litigation.

Please confirm in writing within [Number] days that you have implemented a litigation hold and have taken the necessary steps to ensure the preservation of these materials.

Sincerely,

[Your Signature]

[Your Printed Name]