

SENT VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Date]

To: [Name of Recipient/Entity]

Address: [Full Address]

RE: FORMAL DEMAND FOR PRESERVATION OF EVIDENCE

Dear [Name of Contact Person or Legal Department],

This letter serves as a formal demand for the preservation of all evidence, documents, and data related to the incident occurring on [Date of Incident] at [Location of Incident], involving [Names of Parties Involved].

You are hereby directed to take immediate action to prevent the deletion, destruction, alteration, or disposal of any relevant materials, including but not limited to:

- Electronic communications, including emails, text messages, and internal memos;
- Video surveillance footage, CCTV recordings, and audio recordings;
- Physical maintenance logs, inspection reports, and incident reports;
- Employee files, training manuals, and work schedules;
- Metadata, server logs, and electronic backup files;
- [Insert specific item relevant to your case, e.g., vehicle black box data].

Please ensure that all automated deletion protocols or routine data purging cycles are suspended immediately regarding these materials. This preservation obligation applies to all information stored on hard drives, cloud services, mobile devices, and physical filing systems.

Failure to comply with this demand may result in legal sanctions for "spoliation of evidence," which may include adverse jury instructions or monetary penalties should litigation follow.

Please acknowledge receipt of this letter in writing and confirm that the requested materials have been secured.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]