

SENT VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Insert Date]

To: [Name of Recipient/Entity]

Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

**RE: NOTICE OF REPRESENTATION AND FORMAL DEMAND FOR
PRESERVATION OF EVIDENCE**

Dear [Name of Contact Person or Risk Manager],

Please be advised that this office represents [Client Name] regarding an incident that occurred on [Date of Incident] at [Location of Incident].

NOTICE OF REPRESENTATION

All further communication regarding this matter should be directed to the undersigned. Do not contact our client directly.

DEMAND FOR PRESERVATION OF EVIDENCE

This letter serves as a formal demand for you to preserve and maintain all evidence related to the aforementioned incident. This demand includes, but is not limited to, the following:

- Video surveillance footage (CCTV, security cameras, dash cams).
- Photographs of the scene, equipment, or injuries.
- Incident reports, internal memos, and investigative files.
- Electronic data, including emails, text messages, and GPS logs.
- Maintenance records and inspection logs.
- Physical objects or equipment involved in the incident.
- Witness statements and contact information.

Failure to maintain this evidence may result in a legal claim for spoliation of evidence, which may lead to evidentiary sanctions or a presumption that the destroyed evidence was unfavorable to your position.

Please acknowledge receipt of this letter in writing within [Number] days.

Sincerely,

[Your Signature]

[Your Printed Name]

[Law Firm Name]

[Phone Number]

[Email Address]