

[Date]

[Recipient Name]

[Recipient Title/Legal Department]

[Trucking Company Name]

[Street Address]

[City, State, Zip Code]

## **RE: NOTICE TO PRESERVE EVIDENCE**

Dear [Recipient Name],

This letter serves as a formal demand for the preservation of all evidence relating to the motor vehicle collision involving your vehicle and [Client Name] which occurred on [Date of Accident] at [Location of Accident].

Specifically, you are directed to preserve and prevent the destruction, alteration, or overwriting of all data contained within the **Event Data Recorder (EDR)**, Electronic Control Module (ECM), and any "Black Box" devices installed on the following vehicle:

- **Year/Make/Model:** [Vehicle Info]
- **VIN:** [Vehicle Identification Number]
- **License Plate:** [Plate Number]
- **Unit Number:** [Unit Number]

The data to be preserved includes, but is not limited to:

- Pre-collision and post-collision speeds;
- Braking status and timing;
- Steering input and throttle position;
- Engine RPM and gear position;
- GPS location data and timestamps;
- Hard braking or "critical event" triggers;
- Dash camera footage (inward and outward facing).

You are further instructed to immediately cease any maintenance, repair, or operation of the vehicle that might result in the overwriting of this data. Failure to maintain this evidence may result in legal sanctions for spoliation of evidence.

Please confirm in writing within [Number] days that you have taken the necessary steps to preserve the requested data and the vehicle in its post-accident condition.

Sincerely,

[Your Name]

[Your Law Firm/Company]

[Your Phone Number]