

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Towing Company Name]

[Recipient Name/Legal Department]

[Address]

[City, State, Zip Code]

RE: FORMAL NOTICE TO PRESERVE EVIDENCE AND RECORDING DEVICES

Dear [Contact Name/Manager],

Our office represents [Client Name] regarding a motor vehicle accident that occurred on [Date of Accident] at [Location of Accident]. It is our understanding that your company is currently in possession of the following vehicle:

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

This letter serves as a formal demand for the preservation of all evidence related to this vehicle. Specifically, you are directed to preserve and protect the **Event Data Recorder (EDR)**, often referred to as the "black box," and any other onboard sensing and diagnostic modules (SDM) or telematics data.

Pending a formal inspection, you are instructed to:

- Keep the vehicle in its current post-accident condition.
- Prevent any person from accessing, downloading, or altering the electronic data stored in the vehicle's computer systems.
- Ensure the vehicle is not sold, destroyed, or released to any party without written authorization from this office.
- Protect the vehicle from weather-related damage or tampering.

Failure to maintain this evidence may result in legal action for spoliation of evidence. Please confirm receipt of this letter and provide the current location where the vehicle is being stored.

Sincerely,

[Your Signature]

[Your Printed Name]