

URGENT NOTICE: EVIDENCE PRESERVATION ORDER

Date: [Insert Date]

To: [Rental Car Agency Name]
Legal Department / Custodian of Records
[Address]
[City, State, Zip Code]

RE: Notice to Preserve Electronic Evidence

Vehicle Description: [Year, Make, Model]
Vehicle VIN: [Insert VIN]
License Plate: [Insert Plate Number]
Date of Incident: [Insert Date of Accident]
Location of Incident: [Insert Location]
Rental Agreement Number: [Insert Number, if known]

Dear Custodian of Records,

This letter serves as a formal demand for the preservation of all electronically stored information (ESI) and physical evidence related to the vehicle identified above. This vehicle was involved in a motor vehicle accident on the date specified and is now subject to potential or pending litigation.

You are hereby directed to immediately take the following actions:

- **Preserve the Event Data Recorder (EDR):** Do not clear, overwrite, or reset the "black box" or EDR data. This includes all pre-crash, crash, and post-crash data points.
- **Cease Vehicle Use:** Do not place the vehicle back into the rental fleet, sell the vehicle, or transfer the title until the EDR data has been professionally imaged and preserved.
- **Prohibit Repairs:** Do not perform any mechanical or body repairs that may alter the vehicle's electronic control modules or diagnostic systems.
- **Preserve Telematics:** Preserve all GPS data, navigation history, speed logs, and communication logs transmitted via systems such as OnStar, FordPass, or similar proprietary hardware.
- **Maintain Records:** Preserve the complete rental agreement, maintenance logs, and any dashcam footage if the vehicle was so equipped.

Failure to maintain this evidence may result in legal sanctions for spoliation of evidence. Please confirm in writing within [Number] days that the vehicle has been secured and the data is being preserved.

Sincerely,

[Your Name]

[Your Title/Law Firm Name]

[Your Phone Number]

[Your Email Address]