

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email]

[Date]

[At-Fault Driver Name]  
[At-Fault Driver Address]

**Sent via Certified Mail - Return Receipt Requested**

**RE: NOTICE TO PRESERVE EVIDENCE**

Date of Incident: [Date of Accident]  
Location: [Location of Accident]  
Vehicle: [Year, Make, Model of At-Fault Vehicle]  
VIN: [VIN Number if known]

Dear [At-Fault Driver Name],

This letter serves as a formal notice to preserve all evidence related to the motor vehicle accident involving you and [Your Name/Client Name] that occurred on [Date of Accident].

Specifically, you are hereby directed to take all necessary steps to preserve the **Event Data Recorder (EDR)**, often referred to as the "black box," located within your vehicle. This includes, but is not limited to:

- Electronic Sensing and Diagnostic Modules (SDM);
- Powertrain Control Modules (PCM);
- Any stored data regarding vehicle speed, braking, throttle position, steering input, and seatbelt usage at the time of the collision;
- The physical hardware of the EDR unit itself.

You are further instructed to cease any repairs, alterations, or destruction of the vehicle that might result in the deletion, overwriting, or physical damage of the EDR data. If the vehicle is no longer in your possession, please provide the name and contact information of the current owner or the facility where the vehicle is being stored.

Failure to preserve this evidence may result in legal sanctions for "spoliation of evidence," which may include a court instruction that the lost evidence is presumed to have been unfavorable to your case.

Please confirm in writing within [Number, e.g., 7] days that you have taken the necessary steps to ensure the preservation of this vehicle and its electronic data.

Sincerely,

[Your Signature]  
[Your Printed Name]

CC: [At-Fault Driver's Insurance Company Name]  
Claim Number: [Claim Number]