

URGENT: EVIDENCE PRESERVATION ORDER

DATE: [Date]

TO: [Name of Government Agency]

ATTN: Fleet Management Division / Risk Management Office

ADDRESS: [Agency Address]

RE: NOTICE TO PRESERVE ELECTRONIC EVIDENCE

Incident Date: [Date of Incident]

Location: [Location]

Vehicle Description: [Year, Make, Model]

VIN: [Vehicle Identification Number]

License Plate / Fleet ID: [Plate Number]

To Whom It May Concern,

This letter serves as a formal demand for the preservation of all electronic data and physical evidence related to the vehicle identified above following the motor vehicle incident occurring on [Date of Incident].

Specifically, you are directed to preserve and prevent the deletion, overwriting, or modification of the following:

- **Event Data Recorder (EDR) Data:** All data stored in the vehicle's "Black Box" or Sensing and Diagnostic Module (SDM), including pre-crash speeds, braking, steering input, and delta-v measurements.
- **Telematics Data:** All GPS tracking, speed logs, and diagnostic data transmitted via fleet management software (e.g., Geotab, Verizon Connect).
- **On-Board Video:** Dashcam footage, cabin interior video, and any side or rear-view camera recordings.
- **Maintenance Records:** All digital and paper logs regarding vehicle inspections, repairs, and sensor calibrations.

You are hereby instructed to immediately remove this vehicle from service or take necessary steps to ensure the EDR data is not overwritten by subsequent ignition cycles or vehicle operation. Failure to preserve this evidence may result in legal sanctions for spoliation of evidence.

Please confirm in writing within [Number] business days that the identified vehicle and its data have been secured.

Sincerely,

[Your Name/Law Firm Name]

[Your Phone Number]

[Your Email Address]