

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Name of Public Transit Authority]

[Legal Department / Custodian of Records]

[Address]

[City, State, Zip Code]

**RE: FORMAL NOTICE TO PRESERVE EVIDENCE**

**Date of Incident:** [Date]

**Location:** [Location/Intersection]

**Vehicle Number:** [Bus/Train Number]

**Route Number:** [Route Number]

**Operator Name:** [Name, if known]

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 motor vehicle incident involving the above-referenced transit vehicle. Failure to maintain this evidence may result in legal sanctions for spoliation of evidence.

We specifically demand the preservation of all data contained within the **Event Data Recorder (EDR)**, often referred to as the "Black Box," including but not limited to:

- Speed at the time of impact;
- Brake application and timing;
- Throttle position and engine RPM;
- Steering input and stability control data;
- Seatbelt status;
- Delta-V (change in velocity) data.

In addition to the EDR data, please preserve the following:

- All interior and exterior video surveillance footage (CCTV/DVR);
- On-board audio recordings;
- GPS location tracking and telematics data;
- Operator logs and dispatch radio communications;
- Maintenance and inspection records for the vehicle;
- The operator's personnel file and post-accident toxicology reports.

Please instruct your technical staff and third-party contractors to immediately cease any routine data overwriting, recycling, or deletion protocols that may affect the data listed above. This evidence must be maintained in its original electronic format until this matter is resolved.

Please confirm in writing within [Number] days that you have taken the necessary steps to preserve these records.

Sincerely,

[Your Signature]

[Your Printed Name]