

SENT VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Insert Date]

[Name of Registered Agent or CEO]

[Trucking Company Name]

[Street Address]

[City, State, Zip Code]

RE: NOTICE TO PRESERVE EVIDENCE

Date of Incident: [Insert Date of Accident]

Location: [Insert Location/City/State]

Driver Name: [Insert Driver Name]

Vehicle Description: [Insert VIN/License Plate/Truck Number]

To Whom It May Concern:

This letter serves as a formal demand for [Trucking Company Name] to preserve all evidence, including electronic and paper records, related to the above-referenced incident. This request is made to ensure that all relevant data is maintained for potential litigation.

Please take immediate steps to preserve the following records regarding the driver and vehicle involved for the period of [Insert Date Range, e.g., 30 days prior to the incident through the present]:

- Electronic Logging Device (ELD) data and raw sensor data.
- Driver's Records of Duty Status (RODS) and daily logs.
- Driver qualification files, medical certificates, and drug/alcohol test results.
- GPS, telematics, and black box (ECM/EDR) data.
- Post-accident inspection reports and maintenance records for the vehicle.
- Weight scale tickets, fuel receipts, and bills of lading.
- Internal and external dispatch communications, including text messages and emails.
- In-cab and outward-facing video camera footage.

Failure to maintain this evidence may result in legal sanctions for spoliation of evidence. Please acknowledge receipt of this letter in writing and confirm that a litigation hold has been placed on these records.

Sincerely,

[Your Name/Signature]

[Your Title/Law Firm Name]

[Your Phone Number]

[Your Email Address]