

SENT VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Date]

To: [Name of Motor Carrier/Company]
Attn: Legal Department / Safety Director
[Address Line 1]
[Address Line 2]

RE: FORMAL NOTICE TO PRESERVE EVIDENCE

Dear [Name of Contact Person or Safety Director],

This letter serves as a formal demand for the preservation of all evidence relating to the motor vehicle accident involving your driver and vehicle that occurred on [Date of Accident] at [Location of Accident].

Pursuant to your obligations under the Federal Motor Carrier Safety Regulations (FMCSR) and state law, you are hereby directed to preserve, and not alter, delete, or destroy, the following records regarding [Driver Name] and [Vehicle Details/VIN] for the period of [Start Date] through [End Date]:

- Electronic Logging Device (ELD) data and raw data files;
- Driver's Record of Duty Status (RODS) and daily logs;
- Automatic On-Board Recording Device (AOBRD) records;
- Supporting documents for hours of service, including fuel receipts, toll receipts, bills of lading, and dispatch records;
- GPS tracking data, telematics, and "black box" (EDR) data;
- Driver vehicle inspection reports (DVIR);
- The driver's qualification file and medical examiner's certificate;
- Post-accident drug and alcohol test results;
- Disciplinary records and safety training history for the driver.

Failure to maintain this evidence may result in legal sanctions for spoliation of evidence. Please confirm in writing within [Number] days that these materials have been secured and set aside.

Sincerely,

[Your Name/Signature]
[Your Law Firm/Title]
[Phone Number]
[Email Address]