

Date: [Insert Date]

To:

[Name of Contact Person/Legal Representative]

[Company Name/Entity Name]

[Address]

[City, State, Zip Code]

RE: NOTICE TO PRESERVE EVIDENCE - VEHICLE MAINTENANCE AND REPAIR RECORDS

Vehicle Involved: [Year, Make, Model]

VIN: [Vehicle Identification Number]

License Plate: [Plate Number]

Date of Incident: [Insert Date of Accident/Incident]

Dear [Name],

This letter serves as a formal notice to preserve all evidence related to the maintenance, inspection, and repair history of the vehicle identified above. This request is made in anticipation of litigation regarding the incident that occurred on [Date of Incident].

You are hereby instructed to preserve and protect all documents, electronic data, and physical evidence, including but not limited to:

- Routine maintenance logs and service schedules.
- Work orders, invoices, and receipts for all repairs and parts replacements.
- Pre-trip and post-trip inspection reports.
- Diagnostic reports, including Electronic Control Module (ECM) or "Black Box" data.
- Recall notices and documentation of completed recall repairs.
- Tire rotation, pressure checks, and replacement records.
- Brake inspection and adjustment logs.
- Driver communication logs regarding vehicle mechanical issues.

Please ensure that no records are altered, destroyed, or deleted. Failure to preserve this evidence may result in legal sanctions for spoliation of evidence. This obligation extends to all agents, employees, and third-party service providers acting on your behalf.

Please confirm in writing within [Number] days that you have taken the necessary steps to comply with this preservation request.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Law Firm Name]

[Phone Number]
[Email Address]