

URGENT LEGAL MATTER: NOTICE TO PRESERVE EVIDENCE

TO: [Company Name - Fleet Operator/Carrier]
ATTN: [Legal Department / Fleet Manager / Safety Director]
ADDRESS: [Company Address]

DATE: [Current Date]

RE: NOTICE TO PRESERVE EVIDENCE AND RECORDED DATA

INCIDENT DATE: [Date of Incident]
VEHICLE ID: [Truck/Unit Number / License Plate]
DRIVER NAME: [Name of Driver]

To Whom It May Concern,

This letter serves as a formal demand for the preservation of all records, data, and communications related to the dispatch, routing, and operation of the above-referenced vehicle and driver on the date specified.

Specifically, you are required to preserve the following items without alteration, deletion, or destruction:

- **Dispatch Logs:** All electronic and manual dispatch records, including assignment times, load instructions, and pick-up/delivery deadlines.
- **Routing Data:** GPS tracking data, breadcrumb trails, route history, and planned vs. actual route comparisons.
- **Communication Records:** All text messages, emails, instant messages, and transcripts of radio or satellite communications between the driver and dispatchers/fleet managers.
- **Electronic Logging Device (ELD) Data:** Raw data files including Hours of Service (HOS), duty status changes, and sensor data.
- **On-Board Computer Records:** Telematics data, including hard-braking events, speed alerts, and engine diagnostics.
- **Internal Communications:** Any internal memos or notes regarding the driver's schedule, fatigue reports, or load pressure for the period surrounding the incident.

Failure to maintain this evidence may result in legal sanctions for spoliation of evidence. Please confirm in writing within [Number] business days that you have taken the necessary steps to sequester and preserve these materials.

Sincerely,

[Your Name / Law Firm Name]
[Your Title]
[Your Contact Information]