

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name/Safety Director]

[Company Name]

[Address]

[City, State, Zip Code]

RE: FORMAL NOTICE TO PRESERVE EVIDENCE

Dear [Recipient Name],

This letter serves as a formal demand for the preservation of all electronic data and physical evidence related to the motor vehicle collision involving your vehicle and [Injured Party Name] that occurred on [Date of Accident] at [Location of Accident].

Specifically, you are directed to preserve and prevent the deletion, overwriting, or modification of the following items regarding the vehicle identified as [Year/Make/Model] (VIN: [VIN Number]):

- **Onboard Telematics:** All data from GPS tracking systems, ELD (Electronic Logging Devices), and fleet management software including speed, location history, braking events, and engine diagnostics for the 24 hours preceding and 2 hours following the incident.
- **Dash Camera Footage:** All video recordings from forward-facing, rear-facing, and driver-facing cameras. This includes "event" clips triggered by G-force sensors as well as continuous loop recordings.
- **Electronic Control Module (ECM):** All "freeze frame" data, hard brake event reports, and collision triggers stored within the vehicle's engine computer.
- **Communication Records:** All text messages, emails, and cellular data between the driver and dispatch occurring during the period of the incident.

Failure to maintain this evidence may result in legal sanctions for spoliation of evidence. Please confirm in writing within [Number] days that the necessary steps have been taken to sequester and protect this data.

Sincerely,

[Your Signature]

[Your Printed Name]