

URGENT LEGAL PRESERVATION NOTICE

Date: [Date]

To:

[Custodian Name/Company Name]

[Address]

[City, State, Zip Code]

Re: Notice to Preserve Electronic Evidence and GPS Tracking Data

Dear [Name of Contact Person or Records Custodian],

This letter serves as a formal demand for the preservation of all electronic data, logs, and records related to Global Positioning System (GPS) tracking for the following subject(s):

Subject Description: [e.g., Vehicle VIN, Device ID, or Employee Name]

Time Period: From [Start Date/Time] to [End Date/Time]

The data to be preserved includes, but is not limited to:

- Raw GPS coordinates (Latitude and Longitude)
- Breadcrumb trails and historical route mapping
- Speed logs and heading information
- Ignition on/off events and idling durations
- Geofencing alerts and location-based triggers
- Satellite signal strength and timestamp metadata
- Electronic Logging Device (ELD) data (if applicable)

You are instructed to take immediate action to prevent the deletion, overwriting, or alteration of this data. This includes suspending any automated data retention policies or "recycling" of server space that would result in the loss of this information.

Please acknowledge receipt of this letter and confirm that the requested data has been secured.

Sincerely,

[Your Name/Law Firm Name]

[Your Phone Number]

[Your Email Address]