

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Name of Recipient/Insurance Adjuster/Company Representative]

[Company Name]

[Address]

[City, State, Zip Code]

**Re: NOTICE TO PRESERVE EVIDENCE**

**Date of Incident:** [Date of Accident]

**Location of Incident:** [Location]

**Parties Involved:** [Your Client/Name] and [Their Employee/Driver Name]

To Whom It May Concern,

This letter serves as a formal demand for the preservation of all evidence related to the above-referenced incident. You are hereby directed to maintain and preserve all records, documents, and data in your possession, custody, or control relating to post-accident drug and alcohol testing and driver logs.

Specifically, we demand the preservation of the following:

- **Toxicology and Testing:** All results of any post-accident drug or alcohol screenings (urine, blood, breath, or hair) performed on [Driver Name]; all chain of custody forms; all laboratory reports; and all communication with the testing facility.
- **Hours of Service (HOS) Logs:** All Electronic Logging Device (ELD) data, paper logs, and time records for the driver for the 30 days prior to and including the date of the accident.
- **Audit Reports:** All logs audit reports, violation reports, and "unassigned driving time" records for the vehicle involved.
- **Supporting Documents:** All fuel receipts, toll records (e.g., E-ZPass), GPS tracking data, and dispatch records used to verify driver logs.
- **Employment Records:** Any internal disciplinary records, prior drug/alcohol test results, and the driver's Qualification File (DQF).

Failure to maintain this evidence may result in legal sanctions for spoliation of evidence. Please confirm in writing within ten (10) business days that you have taken the necessary steps to preserve these records.

Sincerely,

[Your Signature]

[Your Printed Name]