

DATE: [Insert Date]

TO:

[Name of Custodian of Records]
[Name of Trucking Company/Motor Carrier]
[Street Address]
[City, State, Zip Code]

RE: NOTICE TO PRESERVE EVIDENCE

Dear [Insert Name],

This letter serves as a formal notice to preserve all evidence related to the motor vehicle accident occurring on [Date of Accident] involving your driver, [Driver Name], and [Plaintiff/Client Name].

You are hereby instructed to maintain, preserve, and prevent the destruction, alteration, or deletion of the following records regarding the aforementioned driver:

- **Driver Qualification (DQ) File:** Including but not limited to employment applications, motor vehicle records (MVRs), road test certificates, medical examiner certificates, and annual reviews of driving records.
- **Training Logs and Records:** Including all documentation of initial, remedial, and ongoing training, safety meetings, hazardous materials training, and any orientation materials.
- **Personnel Records:** Performance evaluations, disciplinary actions, and termination records if applicable.
- **Drug and Alcohol Files:** Pre-employment, post-accident, and random testing results, along with chain of custody documentation.
- **Hours of Service Records:** Records of Duty Status (RODS), Electronic Logging Device (ELD) data, and supporting documents such as fuel receipts and toll logs.

Failure to comply with this request to preserve evidence may result in legal sanctions for spoliation of evidence. Please confirm in writing that these materials have been secured.

Sincerely,

[Your Name]
[Your Title/Law Firm Name]
[Your Phone Number]
[Your Email]