

DATE: [Date]

TO:

[Name of Recipient/Custodian of Records]

[Company Name]

[Address]

[City, State, Zip Code]

RE: FORMAL NOTICE TO PRESERVE EVIDENCE

Dear [Name of Contact Person],

This letter serves as a formal demand for the preservation of all records related to the following shipment/transportation event:

- **Shipment/Reference Number:** [Number]
- **Date of Shipment:** [Date]
- **Origin:** [Location]
- **Destination:** [Location]
- **Carrier/Vehicle ID:** [ID Number]

You are hereby instructed to preserve and maintain the following documents and electronic data in their original format without alteration or destruction:

1. **Bills of Lading:** All original, master, house, and electronic Bills of Lading, including all endorsements and revisions.
2. **Freight Logs:** All cargo logs, manifest lists, loading/unloading reports, and tally sheets.
3. **Delivery Records:** Proof of delivery (POD) documents and delivery receipts.
4. **Electronic Data:** Electronic Logging Device (ELD) data, GPS tracking history, and weight scale tickets.
5. **Communication:** All emails, text messages, and dispatch instructions related to this cargo.
6. **Condition Reports:** Any OS&D (Over, Short, and Damaged) reports or inspection records.

Failure to maintain these records may result in legal sanctions for the spoliation of evidence. This preservation obligation is ongoing. Please confirm receipt of this letter and provide written assurance that these materials have been secured.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Law Firm Name]