

Date: [Insert Date]

TO: [Name of Custodian of Records]

[Company or Agency Name]

[Address]

[City, State, Zip Code]

RE: FORMAL NOTICE TO PRESERVE EVIDENCE

Dear Records Custodian,

This letter serves as a formal demand for the preservation of all records and electronic data regarding the transit of the vehicle described below at your facility/toll booth located at [Specific Location/Station Name].

Vehicle Information:

Driver Name: [Driver Name, if known]

Truck/Vehicle Description: [Make, Model, Color]

License Plate Number: [Number and State]

USDOT Number: [Number, if applicable]

Date of Transit: [Date]

Approximate Time: [Time]

Records to be Preserved:

Please ensure that the following items are not deleted, overwritten, or destroyed:

- Electronic toll collection logs (E-ZPass, SunPass, etc.).
- Weigh station weight tickets and time stamps.
- Video surveillance footage and still photographs of the vehicle and driver.
- Bypass logs (PrePass, Drivewyze, etc.).
- Computerized entry/exit logs.
- Maintenance and calibration records for scales or sensors used on the date of transit.

This information is relevant to a legal matter. Failure to preserve this evidence may result in legal sanctions for spoliation of evidence. Please confirm in writing that these records have been secured.

Sincerely,

[Your Name]

[Your Title/Law Firm Name]

[Your Phone Number]

[Your Email]