

SENT VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Insert Date]

[Insert Name of Motor Carrier/Company]

[Insert Address]

[Insert City, State, Zip Code]

RE: NOTICE TO PRESERVE EVIDENCE

To [Insert Name of Contact Person or Safety Director]:

This letter serves as a formal demand for the preservation of all evidence relating to the motor vehicle collision involving your driver and vehicle occurring on [Insert Date of Accident] at [Insert Location].

Pursuant to your obligations under the Federal Motor Carrier Safety Regulations (FMCSR) and state law, you are hereby directed to immediately secure and preserve all records, including but not limited to:

- **Driver Logs:** All driver daily logs and records of duty status (RODS) for the driver involved for the date of the incident and the six (6) months prior.
- **Electronic Logging Device (ELD) Data:** All raw data, sensor data, GPS location data, and metadata from the ELD system.
- **Inspection Records:** All Driver Vehicle Inspection Reports (DVIR), pre-trip and post-trip inspection logs, and maintenance records for the subject vehicle for the twelve (12) months prior to the incident.
- **Vehicle Data:** All data from the Engine Control Module (ECM), Event Data Recorder (EDR), and any onboard video/dash-cam footage.
- **Driver Qualification File:** The complete driver qualification file, including medical certifications, road test results, and prior employment verifications.
- **Communication Logs:** All dispatch logs, text messages, emails, and cellular phone records related to the driver and this specific trip.

Failure to maintain these records will be considered spoliation of evidence, and we will seek all available legal remedies, including a request for an adverse inference instruction at trial.

Please acknowledge receipt of this letter in writing within [Insert Number] business days.

Sincerely,

[Your Name/Signature]

[Your Law Firm/Company Name]

[Your Phone Number]

[Your Email Address]