

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Store/Property Name]
[Store/Property Address]
[City, State, Zip Code]
Attn: Risk Management / General Manager

RE: NOTICE TO PRESERVE EVIDENCE - SPOLIATION LETTER

Dear [Manager Name or Property Owner],

This letter serves as a formal notice to preserve all evidence related to a slip and fall incident that occurred at your premises located at [Address of Incident].

Incident Details:

Date: [Date of Incident]

Time: Approximately [Time]

Location: [Specific area, e.g., Aisle 4, Near the entrance]

I am demanding that you take immediate steps to preserve and protect the following evidence from being deleted, overwritten, or destroyed:

- All video surveillance footage from all cameras (interior and exterior) covering the incident area for a period of four hours before and four hours after the incident.
- All footage showing the maintenance or inspection of the area prior to the incident.
- All incident reports, witness statements, and internal logs regarding this event.
- Any physical evidence or cleaning logs related to the floor condition at that time.

Failure to preserve this evidence may result in legal action and a request for the court to grant an "adverse inference" instruction against you in future litigation.

Please confirm in writing within [Number] days that you have secured this footage and documentation.

Sincerely,

[Your Signature]

[Your Printed Name]