

[Your Name/Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

[Property Owner/Manager Name]
[Company Name]
[Address]
[City, State, Zip Code]

RE: NOTICE TO PRESERVE EVIDENCE

Incident Date: [Date of Incident]

Incident Location: [Specific Location/Address]

Claimant: [Victim Name]

To Whom It May Concern,

This letter serves as a formal notice to preserve all evidence related to the incident that occurred on the date and at the location referenced above. We represent [Victim Name] in connection with injuries sustained due to a security failure on your premises.

Failure to maintain the following items may result in legal sanctions for spoliation of evidence. Please immediately secure and preserve the following:

- **Video Surveillance:** All video footage from all security cameras, including interior, exterior, point-of-entry, and parking lot views, recorded between [Start Time] and [End Time] on [Date].
- **Security Logs:** All security guard logs, patrol records, check-in sheets, and incident reports for the 24 hours preceding and following the incident.
- **Personnel Records:** Names and contact information for all security personnel, employees, and contractors on duty at the time of the incident.
- **Maintenance Records:** Documents regarding the functionality of locks, gates, lighting, alarms, and fencing at the location for the past six months.
- **Prior Incidents:** Records of all criminal activity or calls for service at this location for the three years prior to this incident.
- **Communications:** All emails, text messages, radio logs, and internal memos discussing the incident or security concerns at this location.
- **Contracts:** All contracts with third-party security companies or monitoring services in effect on the date of the incident.

Please confirm in writing within [Number] days that you have taken the necessary steps to sequester and preserve these materials. If these items are handled by a third-party vendor or insurance carrier, please forward this notice to them immediately.

Sincerely,

[Signature]

[Typed Name]