

Date: [Date]

To:

[Store Manager Name/Legal Department]

[Retail Store Name]

[Store Address]

[City, State, Zip Code]

RE: NOTICE TO PRESERVE EVIDENCE - CCTV FOOTAGE

Dear [Store Manager or Legal Representative],

This letter serves as a formal request for [Retail Store Name] to preserve all video surveillance footage and electronic data recorded at your premises located at [Store Address] on [Date of Incident].

Specifically, we request the preservation of footage recorded between the hours of [Start Time] and [End Time] for the following locations:

- [Location 1, e.g., Aisle 4]
- [Location 2, e.g., Entrance/Exit]
- [Location 3, e.g., Parking Lot]

This footage is relevant to an incident involving [Briefly Describe Incident, e.g., a slip and fall / a vehicle collision] that occurred at your store. Please ensure that no data from this time period is deleted, overwritten, or modified in any way.

Failure to preserve this evidence may result in legal consequences, including a claim for spoliation of evidence. Please confirm in writing that this footage has been secured and will be maintained until further notice.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]