

SENT VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Insert Date]

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

RE: FORMAL NOTICE TO PRESERVE EVIDENCE

To Whom It May Concern,

This letter serves as a formal demand for the preservation of all video surveillance footage and electronic data related to an incident that occurred at your property located at [Address of Incident].

Incident Details:

- **Date:** [Date of Incident]
- **Time:** [Approximate Time]
- **Location:** [Specific Area, e.g., Parking Lot, Main Lobby, North Entrance]
- **Description:** [Brief Description of Incident, e.g., slip and fall, vehicle collision]

You are hereby directed to immediately take all necessary steps to prevent the destruction, overwriting, alteration, or deletion of any video recordings from all security cameras that may have captured the incident or the events leading up to and following it.

This request includes, but is not limited to:

- Digital Video Recorder (DVR) or Network Video Recorder (NVR) hard drive data.
- Cloud-based storage recordings.
- Backup tapes or external storage media.
- Log files showing camera activity and maintenance.

Please ensure that your "looping" or "auto-delete" functions are disabled for the specified timeframe to ensure this evidence is not lost. Failure to preserve this evidence may result in legal sanctions for spoliation of evidence.

Please acknowledge receipt of this letter in writing and confirm that the requested footage has been secured.

Sincerely,

[Your Signature]
[Your Printed Name]

[Your Phone Number]
[Your Email Address]