

DATE: [Date]

TO:

[Apartment Complex Name]

[Property Management Company Name]

[Address]

[City, State, Zip Code]

RE: NOTICE TO PRESERVE EVIDENCE / SPOLIATION LETTER

Dear Property Manager,

I am writing to formally request the preservation of all video surveillance footage and digital recordings related to an incident that occurred on your property.

Incident Details:

Date: [Date of Incident]

Time: [Approximate Time]

Location: [Specific Area, e.g., Parking Lot, Lobby, Hallway, Entrance]

Description: [Brief Description of Incident, e.g., Vehicle Break-in, Slip and Fall, Physical Altercation]

Please take immediate steps to ensure that all video footage from all camera angles covering the location mentioned above during the specified timeframe is saved and protected from being overwritten, deleted, or destroyed. This request includes footage from at least two hours before and two hours after the incident.

This evidence is crucial for potential legal proceedings. Failure to preserve this footage may result in legal consequences for the destruction of evidence (spoliation).

Please confirm in writing that this footage has been secured. You may contact me at [Your Phone Number] or [Your Email Address] to provide this confirmation or if you require further information.

Sincerely,

[Your Name]

[Your Unit Number, if applicable]

[Your Address]