

Date: [Insert Date]

TO:

[Property Manager/Security Director Name]

[Business/Property Name]

[Address]

[City, State, Zip Code]

RE: NOTICE TO PRESERVE EVIDENCE

To Whom It May Concern,

This letter serves as a formal request for the preservation of all video surveillance footage, electronic data, and digital recordings related to an incident that occurred on your premises.

Incident Details:

- **Date of Incident:** [Insert Date]
- **Time of Incident:** [Insert Approximate Time]
- **Specific Location:** [Insert Parking Space Number, Section, or Area Description]
- **Vehicles Involved:** [Insert Make/Model/License Plate if known]

Please ensure that all video recorded from [Start Time] to [End Time] on the date mentioned above is saved and protected from being overwritten, deleted, or destroyed. This request includes footage from all camera angles covering the parking lot and entry/exit points.

This evidence is necessary for an ongoing investigation regarding [mention "a vehicular collision" or "property damage"]. Please confirm receipt of this letter and verify that the footage has been secured.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]