

RE: NOTICE TO PRESERVE EVIDENCE

DATE: [Insert Date]

TO:

[Restaurant Name]

[Legal Department or Management]

[Address]

[City, State, Zip Code]

FROM:

[Your Name/Law Firm Name]

[Address]

[Phone Number]

RE: Incident Details

Claimant: [Name of Injured Party]

Date of Incident: [Date]

Time of Incident: [Approximate Time]

Location: [Specific area within restaurant, e.g., near salad bar]

To Whom It May Concern,

Please be advised that this office represents [Claimant Name] regarding injuries sustained at your premises on the date referenced above. This letter serves as a formal demand for the preservation of all evidence related to this incident.

You are hereby instructed to preserve and maintain the following items in their native format without alteration:

- All video surveillance footage, security camera recordings, and digital images from all angles covering the scene of the incident and surrounding areas for at least four hours before and four hours after the event.
- All incident, accident, or security reports generated in connection with this matter.
- All maintenance logs, floor inspection records, "sweep sheets," and cleaning schedules for the 24-hour period surrounding the incident.
- The physical item or substance that caused the fall (if currently in your possession).
- Names and contact information of all employees, managers, and contractors on duty at the time of the incident.
- All communications, including emails, text messages, and internal memos, regarding the incident or the condition of the premises at that time.
- Any physical evidence, such as damaged furniture, flooring samples, or warning signage present at the time.

Failure to preserve this evidence may result in legal sanctions for spoliation of evidence, which may include an adverse inference instruction or the striking of your defenses in future litigation.

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

Sincerely,

[Signature]

[Printed Name]