

Date: [Date]

To:

General Manager / Security Director

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]

RE: FORMAL NOTICE TO PRESERVE EVIDENCE

Dear [Name of Manager or Security Director],

This letter serves as a formal request for [Hotel Name] to preserve all video surveillance footage and digital recordings captured by your security systems during the timeframe specified below. This evidence is relevant to a potential legal claim regarding an incident that occurred on your premises.

Incident Details:

- **Date of Incident:** [Date]
- **Time of Incident:** [Start Time] to [End Time]
- **Location(s):** [Specific areas, e.g., Lobby, Elevators, Parking Lot, 4th Floor Hallway]
- **Description:** [Briefly describe incident, e.g., Slip and fall, theft, or physical altercation]

Instructions for Preservation:

Please take immediate steps to ensure that all digital media, hard drives, or cloud storage containing footage from the locations and times listed above are not deleted, overwritten, or destroyed. This includes high-definition footage, 360-degree views, and audio recordings if applicable. Please ensure that the "auto-delete" or "looping" function for these specific files is disabled immediately.

Failure to preserve this evidence may result in legal consequences, including a claim for spoliation of evidence.

Please confirm in writing within [Number] business days that this footage has been successfully secured and set aside.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]