

VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Insert Date]

To: [Store Name]

Attn: Legal Department / Store Manager

[Store Address]

[City, State, Zip Code]

RE: NOTICE TO PRESERVE EVIDENCE

Dear Manager,

This letter serves as a formal demand for the preservation of all evidence relating to a trip and fall incident that occurred at your premises located at [Store Address] on [Date of Incident] at approximately [Time].

You are hereby directed to preserve and maintain the following items in their original state without alteration or destruction:

- All video surveillance footage from all cameras covering the area of the incident for the period of four hours before the incident until four hours after the incident.
- All video footage showing the floor area where the fall occurred, including footage of any store employees inspecting or cleaning that area prior to the fall.
- Original copies of all incident reports, internal memos, and witness statements.
- Maintenance and sweep logs for the 24-hour period surrounding the incident.
- Photographs taken by store personnel or security of the scene and the claimant.
- The actual physical object or substance that caused the trip and fall (if currently in your possession).
- Employment records and schedules of all employees working in the vicinity at the time of the incident.

Failure to preserve this evidence may result in legal action and a request for a "spoliation of evidence" instruction to be submitted to a jury, which allows the jury to presume that the destroyed evidence would have been unfavorable to your store.

Please confirm in writing within ten (10) business days that you have taken the necessary steps to sequester and preserve these items.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]