

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Name of Amusement Park]
[Attn: Legal Department / Risk Management]
[Park Address]
[City, State, Zip Code]

RE: NOTICE TO PRESERVE EVIDENCE

To Whom It May Concern,

This letter serves as a formal demand for [Amusement Park Name] to preserve and maintain all video footage, electronic data, and physical evidence related to an incident that occurred on your premises.

Incident Details:

Date of Incident: [Date]
Approximate Time: [Time]
Location: [Specific Ride Name, Area, or Section of the Park]
Involved Parties: [Name of Injured Person]

Evidence to be Preserved:

Please ensure that the following items are not deleted, overwritten, or destroyed:

- All closed-circuit television (CCTV) and security camera footage showing the site of the incident, as well as the surrounding areas, for two hours before and two hours after the time stated above.
- Body camera footage from security or medical personnel who responded to the scene.
- Digital photographs or videos taken by park employees.
- Maintenance logs, inspection records, and computer data for the specific ride or equipment involved.
- All incident reports, witness statements, and internal communications regarding this event.

Failure to preserve this evidence may result in legal sanctions for spoliation of evidence. Please confirm in writing within [Number] days that you have taken the necessary steps to sequester and protect these records.

Sincerely,

[Your Signature]

[Your Printed Name]