

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Warehouse Manager Name or Registered Agent]

[Company Name]

[Warehouse Address]

[City, State, Zip Code]

RE: LEGAL NOTICE FOR PRESERVATION OF EVIDENCE

Dear [Name],

This letter serves as a formal demand for the preservation of all evidence related to the accident that occurred on your premises on **[Date of Accident]**, at approximately **[Time]**, involving **[Name of Injured Party]**.

Failure to maintain this evidence may result in legal sanctions for spoliation of evidence. We specifically demand that you preserve and protect the following items:

- **Surveillance Footage:** All video recordings from all interior and exterior cameras, including but not limited to CCTV, security cameras, and dash cams, captured between the hours of [Start Time] and [End Time] on the date of the incident.
- **Digital Records:** Electronic data, system logs, and motion sensor data recorded by your security system during the aforementioned window.
- **Incident Reports:** Copies of all internal accident reports, witness statements, and supervisor logs created in response to the event.
- **Maintenance Records:** Inspection and maintenance logs for the area of the accident and any equipment (e.g., forklifts, pallet jacks, racking) involved.
- **Employee Records:** Work schedules and training logs for all personnel on duty at the time of the incident.

Please take immediate steps to ensure that your automated data destruction or recording "loop" systems are suspended to prevent the overwriting of this footage. This evidence must be kept in its original electronic format.

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

Sincerely,

[Signature]
[Printed Name]