

URGENT NOTICE: EVIDENCE PRESERVATION DEMAND

Date: [Date]

To: [Name of Gas Station Owner/Manager]

Address: [Gas Station Address]

City, State, Zip: [City, State, Zip]

RE: Preservation of Evidence regarding assault occurring on [Date of Incident] at approximately [Time].

Dear Management,

This letter serves as a formal demand for the preservation of all evidence related to an assault that occurred on your premises on the date and time referenced above. You are hereby directed to maintain and preserve all items identified below to prevent the destruction, alteration, or deletion of potential evidence.

Specifically, we demand the preservation of:

- All video surveillance footage (interior and exterior) from [Start Time] to [End Time] on [Date].
- High-definition footage from all pump cameras, entry/exit points, and point-of-sale areas.
- Any audio recordings or intercom communications captured during the incident.
- Employee logs, shift schedules, and contact information for all staff on duty at the time.
- Incident reports, witness statements, or internal notes regarding the event.
- Any physical evidence recovered from the scene.

Please take immediate steps to ensure that your digital recording system does not "overwrite" or "recycle" the footage from this date. Failure to preserve this evidence may result in legal sanctions for spoliation of evidence in future litigation.

Please confirm in writing within [Number] days that you have secured this evidence.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]