

SENT VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Date]

To: [Name of Registered Agent or CEO]
Company: [Manufacturer or Retailer Name]
Address: [Street Address]
City, State, Zip: [City, State, Zip Code]

RE: NOTICE TO PRESERVE EVIDENCE

Product Description: [Brand, Model, Serial Number]
Date of Incident: [Date of Injury/Failure]
Location of Incident: [Location Name/Address]

To Whom It May Concern:

This letter serves as a formal notice to [Company Name] regarding a legal claim involving the aforementioned product. You are hereby requested to preserve all physical, electronic, and documentary evidence related to this product and its design, manufacture, and distribution.

Failure to preserve the following items may result in a legal claim for spoliation of evidence:

- The specific unit involved in the incident, including all broken fragments or components.
- Original packaging, warnings, and instructional manuals.
- Design specifications, blueprints, and quality control records for this specific model.
- Internal communications, emails, and memos regarding known defects or previous consumer complaints for this product line.
- Testing data and safety certification records.
- Maintenance and repair logs, if applicable.

You are instructed to immediately issue a "litigation hold" to all departments and employees responsible for the retention of these materials. This evidence must be maintained in its current state without any alteration, destructive testing, or disposal until further notice or until a joint inspection can be scheduled.

Please acknowledge receipt of this letter in writing within [Number] business days.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]
[Your Email Address]