

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

[Date]

[Recipient Name/Legal Department]
[Company Name]
[Company Address]
[City, State, Zip Code]

RE: FORMAL DEMAND FOR PRESERVATION OF EVIDENCE

Dear [Recipient Name/Legal Counsel],

This letter serves as a formal demand for the preservation of all evidence related to an incident involving [Product Name/Model Number] that occurred on [Date of Incident] at [Location of Incident], resulting in [briefly mention injury or damage].

You are hereby directed to immediately suspend any routine destruction, overwriting, or deletion of records and to preserve all physical, electronic, and documentary evidence related to this product, including but not limited to:

- The specific product unit involved in the incident;
- Manufacturing, assembly, and quality control logs for the specific batch/serial number;
- Design specifications, blueprints, and engineering change orders;
- Safety testing reports, crash tests, and internal risk assessments;
- Marketing materials, user manuals, and safety warnings provided with the product;
- All internal and external communications (emails, memos, texts) regarding the product's safety or defects;
- Consumer complaints and warranty claim records for similar failures in this product line;
- Surveillance footage or photographs of the incident scene, if applicable.

Failure to maintain this evidence may result in legal sanctions for spoliation of evidence, which may include an adverse inference instruction or the striking of your defenses in future litigation.

Please confirm in writing within [Number, e.g., 10] business days that you have taken the necessary steps to preserve these materials.

Sincerely,

[Your Signature]

[Your Printed Name]