

SENT VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Insert Date]

To: [Name of Recipient/Registered Agent]

Address: [Insert Address]

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

RE: NOTICE OF INTENT TO SUE AND FORMAL DEMAND FOR PRESERVATION OF EVIDENCE

Dear [Name of Recipient],

Please be advised that this letter serves as formal notice of [Your Name/Company Name]'s intent to initiate legal proceedings against you regarding the following matter: [Briefly describe the dispute, e.g., breach of contract dated MM/DD/YYYY, or personal injury occurring on MM/DD/YYYY].

We are prepared to file a formal complaint in [Insert Name of Court] if this matter is not resolved by [Insert Date, e.g., 14 days from receipt].

FORMAL DEMAND FOR PRESERVATION OF EVIDENCE

You are hereby notified to preserve, maintain, and safeguard all documents, data, and tangible things that are potentially relevant to this matter. This demand includes, but is not limited to:

- All electronic communications, including emails, text messages, and instant messages;
- Physical files, contracts, invoices, and accounting records;
- Video surveillance footage, photographs, and audio recordings;
- Electronic metadata and computer logs;
- [Insert specific item related to your case].

Failure to maintain this evidence may result in legal sanctions for "spoliation of evidence," which can include the court directing a jury to presume that the destroyed evidence was unfavorable to your position.

Please confirm in writing within [Number] days that you have implemented a litigation hold to preserve the requested evidence.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]