

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

[Date]

[Name of Recipient/Registered Agent]
[Company Name]
[Company Address]
[City, State, Zip Code]

RE: NOTICE TO PRESERVE AND RETAIN EVIDENCE

To [Recipient Name/Legal Department],

I am writing this formal notice regarding a defective product manufactured or distributed by your company, specifically [Product Name/Model Number/Serial Number], which caused [injury/property damage] on [Date of Incident].

This letter serves as a formal demand for [Company Name] to preserve and retain all evidence related to the design, manufacturing, testing, and distribution of the aforementioned product. This includes, but is not limited to:

- The physical product itself and any remaining components or fragments.
- Internal manufacturing logs and quality control reports for the specific batch/lot.
- Design specifications, blueprints, and safety testing data.
- Records of any prior complaints or recalls involving similar defects.
- All internal and external communications (emails, memos, reports) regarding this product's safety.
- Surveillance footage or digital logs from the manufacturing facility for the date of production.

Failure to maintain this evidence may result in legal sanctions for spoliation of evidence. Please confirm in writing within [Number] business days that you have taken the necessary steps to place a "litigation hold" on these materials.

Sincerely,

[Your Signature]

[Your Printed Name]