

SENT VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Insert Date]

To: [Name of Recipient/Company Name]
Attn: Legal Department / Risk Management
Address: [Insert Address]
City, State, Zip: [Insert City, State, Zip]

RE: FORMAL NOTICE TO PRESERVE EVIDENCE

Product Description: [Insert Product Name/Model Number/Serial Number]
Date of Incident: [Insert Date of Incident]
Location of Incident: [Insert Location/Address]

To Whom It May Concern:

This letter serves as a formal demand for [Company Name] to preserve all evidence related to the design, manufacturing, testing, and marketing of the aforementioned product. This demand is made in anticipation of litigation regarding injuries/damages sustained due to a suspected design defect.

You are hereby directed to immediately cease any routine destruction of documents or data and to take all necessary steps to prevent the loss, alteration, or destruction of the following items:

- The specific unit involved in the incident (if in your possession);
- Original design blueprints, CAD drawings, and engineering specifications;
- Prototypes, mock-ups, and testing results conducted prior to market release;
- Safety analysis reports, Failure Mode and Effects Analysis (FMEA), and hazard assessments;
- Records of alternative designs considered and the reasons for their rejection;
- Internal communications (emails, memos, Slack/Teams messages) regarding the product's safety or design flaws;
- Consumer complaints, warranty claims, and notice of prior similar incidents;
- Marketing materials, user manuals, and warning label specifications.

Failure to preserve 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 a court of law.

Please acknowledge receipt of this letter in writing within [Number] business days and confirm that a litigation hold has been placed on the requested materials.

Sincerely,

[Your Signature]
[Your Printed Name]

[Your Title, if applicable]

[Your Phone Number]

[Your Email Address]