

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Recipient Name/Registered Agent]

[Company Name]

[Address]

[City, State, Zip Code]

RE: FORMAL NOTICE TO PRESERVE EVIDENCE

Matter: [Describe Incident, e.g., Injury involving Product Name]

Date of Incident: [Date]

To [Recipient Name/Legal Department]:

This letter serves as a formal notice to preserve all evidence related to the design, manufacturing, marketing, and labeling of the following product: [Product Name/Model Number/Serial Number].

We are currently investigating a "failure to warn" claim involving the aforementioned product. You are hereby directed to immediately suspend any routine document destruction policies and preserve all physical and electronic data, including but not limited to:

- All original packaging, box inserts, and physical Instruction Manuals;
- All warning labels, decals, and safety symbols affixed to the product at the time of manufacture;
- Internal safety studies, risk assessments, and Failure Mode and Effects Analyses (FMEA);
- Records of previous consumer complaints or injury reports regarding similar hazards;
- Marketing materials, advertisements, and website copy describing product use and safety;
- Records of communications with regulatory bodies (e.g., CPSC, FDA) regarding labels or warnings;
- Drafts, revisions, and approval histories of the product's "Directions for Use";
- Electronically Stored Information (ESI) including emails, internal memos, and Slack/Teams logs regarding product safety warnings.

Failure to maintain this evidence may result in legal sanctions for spoliation of evidence. Please confirm in writing within [Number] days that you have initiated a legal hold and are taking steps to preserve these materials.

Sincerely,

[Signature]
[Printed Name]