

SENT VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

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

[Date]

[Recipient Name/Legal Department]
[Automobile Manufacturer or Dealership Name]
[Recipient Address]
[City, State, Zip Code]

RE: FORMAL NOTICE TO PRESERVE EVIDENCE

To [Recipient Name/Legal Department]:

This letter serves as a formal demand for the preservation of all physical and electronic evidence related to the vehicle described below, which was involved in an incident on [Date of Incident] at [Location of Incident].

VEHICLE INFORMATION:

Year: [Year]
Make: [Make]
Model: [Model]
VIN: [Vehicle Identification Number]

We believe that a defect in the vehicle's [Specific System, e.g., Airbags, Braking System, Steering] contributed to the incident. Consequently, you are hereby directed to preserve, maintain, and refrain from altering, repairing, destroying, or disposing of the following items:

- The vehicle in its entirety, including all component parts.
- The Event Data Recorder (EDR) or "Black Box" and all data contained therein.
- Any Electronic Control Modules (ECM) and diagnostic trouble codes.
- All maintenance, repair, and inspection records related to this vehicle.
- Any internal communications or engineering reports regarding known defects in this specific model and year.
- All video, photographic, or sensor data recorded by the vehicle's onboard systems.

Failure to maintain this evidence may result in legal claims for spoliation of evidence, and the court may be asked to impose sanctions or provide adverse inference instructions to a jury.

Please confirm in writing within [Number] days that you have taken the necessary steps to sequester and preserve the evidence mentioned above. If the vehicle or any components are currently scheduled for destruction or auction, please notify the undersigned immediately.

Sincerely,

[Signature]

[Typed Name]