

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Name of Recipient/Company Representative]
[Company Name]
[Company Address]

RE: FORMAL NOTICE TO PRESERVE EVIDENCE

Dear [Recipient Name],

This letter serves as a formal notice to [Company Name] regarding a claim for damages involving a [Product Name/Model] purchased or used on [Date of Incident]. Please be advised that you are required to preserve and maintain all evidence related to this product and the incident described below.

Description of Incident:

[Provide a brief description of the product failure or injury].

You are hereby directed to preserve all items, documents, and electronic data including, but not limited to:

- The specific product unit involved in the incident;
- Manufacturing logs and quality control records for the specific batch or lot;
- Design specifications, safety testing reports, and hazard analyses;
- Consumer complaints or warranty claims involving similar failures;
- Internal emails, memos, and correspondence regarding the safety or defects of this product line;
- Surveillance footage, photographs, or video of the incident or the scene;
- Marketing materials, instruction manuals, and safety warning labels.

Failure to maintain this evidence may result in legal sanctions, including an inference by a court that the destroyed or lost evidence was unfavorable to your company. Do not alter, repair, dispose of, or destroy any of the aforementioned items until this matter is resolved.

Please acknowledge receipt of this letter in writing and confirm that the necessary litigation holds have been placed on all relevant evidence.

Sincerely,

[Your Signature]

[Your Printed Name]