

Date: [Insert Date]

VIA [Insert Method of Delivery, e.g., Certified Mail, Email]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

[City, State, Zip Code]

RE: NOTICE OF EVIDENCE PRESERVATION AND REQUEST FOR INSPECTION

Matter: [Insert Case Name or Reference Number]

Incident Date: [Insert Date of Incident]

Location: [Insert Location of Incident]

Dear [Recipient Name],

This letter serves as a formal notice to preserve all evidence related to the above-referenced matter. You are hereby requested to maintain and protect all physical items, electronic data, documents, and records in your possession or control that may be relevant to this incident.

Specifically, you are directed to preserve the following:

- [Insert specific item 1, e.g., The vehicle/machinery involved]
- [Insert specific item 2, e.g., Video surveillance footage and photos]
- [Insert specific item 3, e.g., Maintenance logs and inspection reports]
- [Insert specific item 4, e.g., Electronic control module (ECM) data]

Failure to preserve these items may result in legal sanctions for spoliation of evidence. Do not alter, repair, destroy, or dispose of any evidence listed above until an inspection has been completed.

Notice of Inspection

Our designated expert, [Expert Name/Firm], is prepared to conduct a non-destructive inspection of the [Insert Item to be Inspected]. We propose the following date and time for the inspection:

Proposed Date: [Insert Date]

Proposed Time: [Insert Time]

Location: [Insert Inspection Address]

Please confirm your availability for this inspection by [Insert Deadline Date]. If you intend to have your own expert present, please provide their contact information so that our experts may coordinate the technical protocols.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]

[Your Phone Number]

[Your Email Address]