

DATE: [Insert Date]

TO:

Pathology Department Director / Custodian of Records

[Name of Institution/Hospital]

[Address]

[City, State, Zip Code]

RE: FORMAL NOTICE TO PRESERVE EVIDENCE AND MAINTAIN CHAIN OF CUSTODY

Patient Name: [Insert Patient Name]

Date of Birth: [Insert DOB]

Patient ID/Medical Record Number: [Insert MRN]

Date of Procedure/Collection: [Insert Date]

Dear Pathology Director,

This letter serves as a formal demand for the preservation of all pathology specimens, materials, and associated documentation relating to the above-referenced patient. You are hereby directed to maintain a strict and documented chain of custody for the following items:

- All original wet tissue samples and gross specimens.
- All paraffin-embedded tissue blocks.
- All original glass pathology slides (H&E, special stains, and immunohistochemistry).
- All cytopathology smears, cell blocks, and liquid-based preparations.
- All molecular, genetic, or flow cytometry data and raw results.
- All internal logs, tracking sheets, and accessioning records.

Chain of Custody Requirements:

Please ensure that these materials are stored in a secure, climate-controlled environment. Do not exhaust, recut, or dispose of any tissue blocks or slides without prior written authorization from this office. Any transfer of these materials between departments or to outside laboratories must be documented with the date, time, and identity of the individual handling the specimens.

Failure to preserve these materials may result in legal sanctions for spoliation of evidence. If your facility intends to destroy these specimens pursuant to standard retention policies, you are required to notify the undersigned at least thirty (30) days prior to such destruction to allow for the collection of the evidence.

Please acknowledge receipt of this letter in writing and confirm that a "legal hold" has been placed on these materials.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Organization]

[Your Phone Number]

[Your Email Address]