

SENT VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Date]

To: [Name of General Contractor/Officer]

Company: [Company Name]

Address: [Street Address]

City, State, Zip: [City, State, Zip]

Re: NOTICE TO PRESERVE EVIDENCE

Dear [Name of Contact],

Please be advised that this office represents [Your Name/Client Name] regarding an incident that occurred on [Date of Incident] at the project site located at [Project Address/Location]. This letter serves as a formal demand for the preservation of all evidence related to this matter.

You are hereby directed to preserve, maintain, and prevent the destruction, alteration, or disposal of all documents, data, and physical items including, but not limited to:

- Daily logs, foreman reports, and project diaries for the period of [Date] to [Date];
- Original photographs, video surveillance footage, and drone footage of the site;
- Safety meeting minutes, "toolbox talk" records, and OSHA compliance documentation;
- Subcontractor agreements, certificates of insurance, and indemnity agreements;
- Equipment maintenance records, inspection logs, and repair receipts for [Specific Machinery];
- All electronic communications, including emails and text messages, regarding the incident;
- The specific physical components, tools, or materials involved in the incident;
- Personnel files and training records for all employees on-site at the time of the occurrence.

Failure to maintain this evidence may result in legal sanctions for spoliation of evidence, which may include evidentiary or terminating sanctions, as well as monetary penalties. Do not perform any destructive testing or repairs on the involved equipment or site area until a joint inspection can be scheduled.

Please confirm in writing within [Number] days that you have taken the necessary steps to sequester and preserve the items listed above.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Law Firm Name]

[Phone Number]