

SENT VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Insert Date]

To:

[Developer Name/Company Name]
[Attn: Legal Department / Project Manager]
[Address Line 1]
[Address Line 2]

RE: FORMAL NOTICE TO PRESERVE EVIDENCE

Project Name: [Insert Project Name]

Property Location: [Insert Project Address/Legal Description]

Dear [Name of Developer/Representative],

Please be advised that [Your Name/Client Name] is currently evaluating legal claims against you arising from [briefly state issue, e.g., construction defects, property damage, or breach of contract] at the aforementioned property. Litigation is reasonably anticipated.

This letter serves as a formal demand for you to preserve all evidence, including the current physical state of the site, related to this matter. You are hereby directed to immediately suspend any demolition, repair, alteration, or remedial work that would change the physical condition of the site or conceal potential defects.

Furthermore, you must preserve all electronically stored information (ESI) and hard-copy documentation, including but not limited to:

- Site plans, blueprints, and as-built drawings;
- Construction logs, daily reports, and progress photographs;
- Subcontractor agreements and change orders;
- All correspondence, emails, and text messages regarding the project;
- Soil samples, material test results, and inspection reports;
- Security footage or drone footage of the site.

Failure to maintain the site or the destruction of any relevant documents may result in a claim for "spoliation of evidence," which can lead to severe legal sanctions and adverse evidentiary instructions in court.

Please confirm in writing within [Insert Number] days that you have received this notice and have taken the necessary steps to halt site modifications and preserve all requested records.

Sincerely,

[Your Signature]
[Your Printed Name]

[Your Title/Law Firm]
[Your Contact Information]