

**SENT VIA CERTIFIED MAIL AND EMAIL**

Date: [Insert Date]

To: [Name of Project Manager/Owner/Contractor]

Company: [Company Name]

Address: [Street Address]

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

**RE: FORMAL DEMAND FOR IMMEDIATE PRESERVATION OF CONSTRUCTION  
SITE AND EVIDENCE**

Project Name/Location: [Insert Project Name/Address]

Date of Incident: [Insert Date of Incident]

Description of Incident: [Briefly describe incident, e.g., structural failure, injury, property damage]

Dear [Name of Responsible Party],

This letter serves as a formal demand for the immediate preservation of the construction site located at [Address] and all evidence related to the incident occurring on [Date].

You are hereby directed to cease all construction, demolition, or alteration activities in the specific area of the incident until a comprehensive forensic inspection can be conducted. Specifically, you are required to preserve:

- The physical condition of the site exactly as it existed at the time of the incident.
- All heavy machinery, tools, and equipment involved.
- Safety logs, site inspection reports, and daily work journals.
- Surveillance footage, photographs, and drone recordings from the date of the incident.
- Digital data, including BIM models, emails, and communication logs related to this project phase.
- All materials, debris, or structural components involved in the failure or accident.

Failure to maintain the status quo and preserve this evidence may result in legal claims for "spoliation of evidence." Such failure can lead to court-ordered sanctions, including adverse evidentiary inferences or the dismissal of defenses in future litigation.

Please confirm in writing by [Insert Time/Date] that all site activities in the affected area have been suspended and that all relevant evidence has been secured.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Capacity]

[Your Phone Number]  
[Your Email Address]