

SENT VIA: [CERTIFIED MAIL / EMAIL / HAND DELIVERY]

DATE: [Insert Date]

TO:

[Recipient Name/Company]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE OF JOINT INSPECTION AND SITE PRESERVATION

Project/Incident: [Insert Name/Reference Number]

Location: [Insert Address of Site]

Date of Incident: [Insert Date of Incident]

Dear [Recipient Name],

This letter serves as formal notice to schedule a joint inspection regarding the above-referenced matter. We also demand that you take immediate steps to preserve the site and all related evidence in its current condition.

1. Preservation Demand

You are hereby directed to preserve, maintain, and protect the site and all physical evidence, including but not limited to equipment, materials, debris, logs, surveillance footage, and electronic records. No alterations, repairs, or destructive testing should occur until a joint inspection is completed by all interested parties. Failure to preserve this evidence may result in legal claims for spoliation of evidence.

2. Joint Inspection Details

We propose the joint inspection be held on the following date and time:

Date: [Insert Proposed Date]

Time: [Insert Proposed Time]

Please confirm your availability or propose an alternative date within [Number] business days. We intend to bring experts and/or legal counsel to document the site via photographs, video, and measurements.

3. Request for Documentation

Prior to the inspection, please provide copies of any safety reports, maintenance logs, or internal incident reports generated in relation to this matter.

Please contact the undersigned at [Phone Number] or [Email Address] to coordinate access to the site.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Company/Firm Name]

[Your Contact Information]

CC: [Names of other parties/counsel involved]