

NOTICE TO PRESERVE EVIDENCE

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

[City, State, Zip Code]

Re: Formal Notice to Preserve Evidence - [Project Name/Address]

Dear [Recipient Name],

This letter serves as a formal demand for the preservation of all evidence related to suspected architectural and construction defects identified at [Project Name/Address], specifically concerning [Briefly Describe Defect, e.g., water infiltration, structural cracking, etc.].

You are hereby directed to maintain and preserve all documents, data, and physical materials related to this project. This request includes, but is not limited to:

- Original design drawings, blueprints, and specifications.
- Contracts, subcontracts, and change orders.
- Inspection reports, field notes, and quality control logs.
- All correspondence, including emails and internal memos.
- Photographs, video footage, and site surveys.
- Physical samples or components removed from the site during repairs or investigations.

Failure to maintain these records and materials may result in legal sanctions for the spoliation of evidence. You are instructed to immediately suspend any routine document destruction policies that might apply to the aforementioned items.

Please confirm in writing within [Number] business days that you have taken the necessary steps to ensure the preservation of this evidence.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]

[Contact Information]