

URGENT: FORMAL NOTICE TO PRESERVE EVIDENCE

DATE: [Current Date]

TO: [Contractor/Developer Name]

ATTN: [Legal Department or Principal Name]

ADDRESS: [Contractor Address]

RE: NOTICE OF EMERGENCY CONSTRUCTION DEFECTS

PROJECT: [Project Name/Address]

CONTRACT NO: [Contract Number]

Dear [Name of Responsible Party],

This letter serves as formal notice regarding critical construction defects discovered at the aforementioned property that require immediate attention and remediation to prevent further damage or safety hazards.

1. DESCRIPTION OF EMERGENCY DEFECTS:

[Provide a brief, factual description of the emergency, e.g., active water intrusion, structural instability, electrical fire hazard].

2. DEMAND TO PRESERVE EVIDENCE:

Under applicable law, you are hereby directed to preserve all evidence related to the design, installation, and materials used in the affected areas. This includes, but is not limited to:

- Physical debris and damaged components.
- Daily logs, schedules, and site photos.
- Correspondence, emails, and change orders.
- Testing results and inspection reports.

3. NOTICE OF EMERGENCY REMEDIATION:

Due to the immediate risk of [further property damage/personal injury], the undersigned intends to perform emergency repairs starting on [Date and Time]. This action is being taken to mitigate damages. You are invited to inspect the site before this time, provided such inspection does not delay emergency stabilization.

4. RIGHT TO INSPECT:

Please contact [Contact Name] at [Phone Number] immediately if you wish to coordinate an emergency site visit by your experts or legal counsel before the remediation begins.

Failure to preserve evidence or respond to this notice may result in legal sanctions for spoliation of evidence. We reserve all rights to seek recovery for the costs of remediation and associated damages.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Capacity]

CC: [Insurance Carrier Name]

CC: [Legal Counsel Name]