

SENT VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Date]

To:

[Name of Recipient/Registered Agent]

[Company Name]

[Address]

[City, State, Zip Code]

RE: NOTICE OF CLAIM AND DEMAND FOR EVIDENCE PRESERVATION

Claimant: [Your Name / Client Name]

Date of Incident: [Date of Event]

Location of Incident: [Specific Location]

To Whom It May Concern,

Please be advised that this office represents [Name] regarding injuries and damages sustained on [Date] at [Location]. This letter serves as formal notice of a legal claim against your organization.

NOTICE TO PRESERVE EVIDENCE

You are hereby directed to preserve, maintain, and sequester all evidence, whether physical, electronic, or documentary, related to the aforementioned incident. This demand includes, but is not limited to:

- Video surveillance footage, CCTV, and security recordings from all angles covering the period of [Start Time] to [End Time].
- Electronic data, emails, internal memos, and communication logs concerning the incident.
- Maintenance records, inspection logs, and repair reports for the six months prior to and following the incident.
- Incident reports, witness statements, and employee statements.
- Personnel files of employees involved or on duty at the time.
- Physical equipment, debris, or materials involved in the occurrence.

Failure to preserve this evidence may result in legal sanctions for "spoliation of evidence," which may include an adverse inference instruction or the striking of your defense in subsequent litigation.

Please acknowledge receipt of this letter in writing within [Number] days. All future communication regarding this matter should be directed to [Name/Law Firm Name].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Law Firm]

[Phone Number]

[Email Address]