

VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

DATE: [Date]

TO:

[Recipient Name/Legal Counsel]

[Company Name]

[Address]

[City, State, Zip Code]

RE: NOTICE OF DESTRUCTIVE TESTING AND FORMAL PRESERVATION DEMAND

Matter: [Case Name / Claim Number]

Date of Incident: [Date]

Location: [Location]

Dear [Recipient Name],

This letter serves as formal notice that [Your Name/Client Name] intends to perform destructive testing and/or inspection on the following evidence:

Description of Evidence: [Detailed description of item, serial numbers, etc.]

Testing Schedule:

The testing is scheduled to take place on [Date] at [Time] at the following location:

[Full Address of Laboratory/Facility]

Scope of Testing:

The proposed protocol includes: [Briefly list procedures, e.g., cross-sectioning, metallurgical analysis, chemical sampling]. Please be advised that these procedures are inherently destructive and will alter or consume the evidence in its current state.

Opportunity to Participate:

You and your representatives, including technical experts, are invited to attend and observe this testing. Please confirm your attendance and provide the names of your representatives by [Deadline Date]. If you object to the proposed protocol, such objections must be submitted in writing by [Objection Deadline Date].

Formal Preservation Demand:

In addition to this notice, you are hereby directed to preserve all related evidence in your possession, including but not limited to:

- All electronic data and metadata;
- Maintenance and inspection logs;
- Internal communications and emails;

- Any parts or fragments previously removed from the subject evidence.

Failure to attend the scheduled testing after receipt of this notice shall be deemed a waiver of your right to observe the testing or contest the procedures used. Failure to preserve evidence may result in legal sanctions for spoliation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Law Firm]

[Your Phone Number]

[Your Email]