

URGENT LEGAL NOTICE: NOTICE TO PRESERVE EVIDENCE

Date: [Insert Date]

To: [Insert Name of Recipient/Firm/Architect]

Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

Re: Notice of Preservation of Architectural Drafts and Related Documentation regarding [Insert Project Name/Address]

Dear [Insert Name],

This letter serves as a formal demand for the preservation of all evidence, documents, and electronic data related to the architectural design and drafting of the project located at [Insert Project Address].

We believe that litigation may be imminent regarding [Insert Brief Description of Dispute, e.g., structural defects, copyright infringement, or breach of contract]. Consequently, you are required to take immediate steps to prevent the destruction, alteration, or deletion of all relevant materials, including but not limited to:

- Original hand-drawn sketches, preliminary drafts, and concept drawings.
- BIM (Building Information Modeling) files, including Revit, ArchiCAD, or similar formats.
- CAD (Computer-Aided Design) files (e.g., .dwg, .dxf) and all associated layers and metadata.
- Correspondence, emails, and internal memos discussing design revisions or structural calculations.
- Change orders, field notes, and site inspection reports.
- Rendering files and 3D models.
- Hard drives, cloud storage, and backup tapes containing any of the above.

This preservation obligation extends to all employees, contractors, and IT personnel. Failure to maintain these records may result in legal sanctions for spoliation of evidence, including adverse evidentiary inferences or monetary penalties.

Please confirm in writing within [Insert Number] days that you have implemented a formal litigation hold and that the requested materials are being preserved.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Organization]

[Your Contact Information]