

NOTICE TO PRESERVE EVIDENCE

Date: [Insert Date]

To: [Insert Contractor/Developer Name]

Address: [Insert Address]

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

Re: Notice of Construction Defects and Demand for Preservation of Evidence

Project Name/Address: [Insert Project Address]

Dear [Insert Contact Name],

This letter serves as a formal demand for the preservation of all evidence related to the design, engineering, and construction of the above-referenced property. Litigation is reasonably anticipated regarding specific construction defects, including but not limited to: [List known defects, e.g., structural failures, water intrusion, or foundation issues].

You are hereby instructed to preserve, and not alter, destroy, or delete, all documents and materials related to this project. This request specifically includes, but is not limited to, the following "Blueprint Evidence":

- Original architectural drawings and blueprints.
- Structural, mechanical, electrical, and plumbing (MEP) plans.
- As-built drawings and site surveys.
- CAD files and all electronic design data.
- Shop drawings and submittals.
- Project specifications and change orders.
- Permit applications and approved building plans.
- Inspection reports and "red-lined" field sets.

Furthermore, you must preserve all related communications, including emails, text messages, project management software logs, and physical site logs. Failure to maintain this evidence may result in legal sanctions for spoliation of evidence.

Please confirm in writing within [Insert Number] days that you have taken the necessary steps to ensure these materials are secured and preserved.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]

[Your Phone Number]