

Date: [Insert Date]

VIA: [Insert Method, e.g., Certified Mail / Email]

To:

[Name of Contractor/Firm]

[Contact Person Name]

[Address Line 1]

[City, State, Zip Code]

RE: FORMAL DEMAND FOR PRESERVATION OF RECORDS AND BLUEPRINTS

Dear [Contact Person Name],

This letter serves as a formal demand for [Contractor/Firm Name] to preserve and maintain any and all records, documents, and data related to the project located at [Project Address/Property Name], specifically regarding work performed between [Start Date] and [End Date].

You are hereby instructed to take immediate action to ensure that no documents, whether in physical or electronic form, are destroyed, altered, or deleted. This preservation demand includes, but is not limited to:

- Original blueprints, architectural drawings, and engineering schematics.
- Revised site plans, "as-built" drawings, and shop drawings.
- Project specifications, change orders, and submittals.
- Contractual agreements, subcontracts, and work orders.
- Correspondence including emails, memos, and text messages related to the project.
- Inspection reports, daily logs, and photographic evidence of work progress.
- Permits, survey data, and CAD (Computer-Aided Design) files.

The preservation of these materials is necessary due to [Reason for Demand, e.g., ongoing investigation, pending litigation, or structural assessment]. Failure to preserve these records may result in legal consequences, including claims for spoliation of evidence.

Please confirm in writing within [Number] business days that you have received this notice and have implemented the necessary procedures to preserve these records.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Organization]

[Your Phone Number]

[Your Email Address]