

Date: [Insert Date]

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

To:

[Name of Recipient/Record Keeper]

[Company/Entity Name]

[Address]

[City, State, Zip Code]

RE: LEGAL NOTICE TO PRESERVE EVIDENCE - Architectural Blueprints and Intellectual Property

Dear [Insert Name],

This letter serves as a formal notice to preserve all documents, data, and tangible objects related to the architectural blueprints and designs for the project located at [Insert Project Address/Description], hereafter referred to as "the Work."

As the owner of the intellectual property rights in the Work, [Insert Your Name/Company Name] has reason to believe that litigation may arise regarding the unauthorized use, reproduction, or modification of these designs. Consequently, you are required to take immediate steps to prevent the destruction, alteration, or deletion of the following materials:

- Original hard-copy blueprints, sketches, and schematics.
- Digital CAD files (DWG, DXF, RVT, etc.) and BIM models.
- All revisions, iterations, and "as-built" drawings.
- Correspondence (emails, letters, memos) regarding the procurement or use of these designs.
- Contracts, licensing agreements, and payment records related to the Work.
- Metadata associated with any electronic files mentioned above.

Please ensure that any automated deletion cycles, overwriting of backup tapes, or routine purging of electronic data are suspended immediately in relation to these files. Failure to preserve this evidence may result in legal sanctions, including adverse evidentiary inferences or claims for spoliation of evidence.

Please confirm in writing within [Insert Number] business days that you have received this notice and have implemented the necessary preservation protocols.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]

[Your Contact Information]