

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

VIA [CERTIFIED MAIL / EMAIL / HAND DELIVERY]

[Recipient Name]

[Recipient Title]

[Company Name]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE TO PRESERVE EVIDENCE

Matter: [Case Name or Description of Incident]

Date of Incident: [Date]

Dear [Recipient Name],

The purpose of this letter is to formally notify you of a potential claim arising from the above-referenced matter and to demand the immediate preservation of all relevant evidence.

You are hereby directed to preserve, sequester, and maintain all documents, data, and tangible items that may be relevant to this matter. This preservation obligation includes, but is not limited to:

- Electronic communications, including emails, text messages, and instant messages.
- Physical files, handwritten notes, and internal reports.
- Surveillance footage, video recordings, and photographs.
- Electronic metadata, logs, and server backups.
- [Insert specific item, e.g., Vehicle black box data / Maintenance logs].

Failure to preserve this evidence may result in legal sanctions for spoliation of evidence. We request that you immediately suspend any routine deletion or destruction policies regarding these materials.

Please confirm in writing within [Number] days that you have taken the necessary steps to comply with this preservation request.

Sincerely,

[Your Signature]

[Your Printed Name]