

DATE: [Insert Date]

TO: [Recipient Name/Legal Counsel]

ADDRESS: [Recipient Address]

RE: NOTICE OF LEGAL CONSEQUENCES REGARDING EVIDENCE SPOILIATION

Dear [Recipient Name],

This letter serves as a formal notice regarding your legal obligations to preserve all evidence related to the matter of [Case Name/Reference Number]. We have reason to believe that relevant evidence may be at risk of destruction, alteration, or concealment.

Please be advised that the "spoliation of evidence"-the intentional or negligent withholding, hiding, altering, or destroying of evidence relevant to legal proceedings-carries severe legal consequences. If it is determined that evidence has been compromised, our client intends to seek all available legal remedies, which may include:

- **Adverse Inference Jury Instructions:** A formal instruction to the jury to assume that the destroyed evidence would have been unfavorable to your position.
- **Monetary Sanctions:** Court-ordered fines and the payment of our legal fees and costs incurred due to the missing evidence.
- **Exclusion of Testimony:** Preventing your side from introducing related evidence or expert testimony at trial.
- **Dismissal or Default Judgment:** In extreme cases, the court may dismiss your claims or enter a judgment against you.
- **Criminal Penalties:** Potential charges for obstruction of justice or tampering with evidence where applicable.

This preservation obligation extends to all physical objects, paper documents, and Electronically Stored Information (ESI), including emails, server logs, text messages, and metadata.

You are hereby demanded to cease any automated deletion protocols and to take immediate steps to ensure all potentially relevant data is sequestered and protected.

Sincerely,

[Your Name/Law Firm]

[Your Title]