

[Date]

[Landlord Name]

[Property Management Company Name]

[Address]

[City, State, Zip Code]

RE: NOTICE TO PRESERVE EVIDENCE AND ANTICIPATION OF SUBPOENA

Dear [Name of Landlord or Property Manager],

Please be advised that [Your Client/Company Name] is currently involved in a legal dispute involving [Name of Tenant/Party], who occupies or occupied the premises located at [Specific Address/Suite Number].

In anticipation of a formal subpoena, we are writing to demand that you and your agents immediately take steps to preserve all documents, data, and tangible items related to the following:

- Original lease agreements, amendments, and renewals for the specified premises.
- All correspondence, including emails and letters, between the landlord and [Tenant Name].
- Payment ledgers and records of rent or common area maintenance (CAM) charges.
- Security camera footage or digital video recordings (DVR) from [Start Date] to [End Date].
- Keycard access logs, visitor logs, and building entry/exit records.
- Maintenance requests, work orders, and repair logs related to the premises.
- Insurance certificates and records of any property damage or incidents reported.

This request includes information stored on servers, hard drives, cloud storage, and backup tapes. Please suspend any routine data destruction or "auto-delete" policies that may affect these materials.

Failure to preserve this evidence may result in legal sanctions or claims for spoliation of evidence. We expect to serve you with a formal Subpoena Duces Tecum shortly to obtain copies of these records.

Please acknowledge receipt of this letter and confirm that the requested materials are being preserved.

Sincerely,

[Your Name]

[Your Law Firm/Company]

[Phone Number]

[Email Address]