

SENT VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Date: [Date]

To:

[Recipient Name/Legal Department]

[Company Name]

[Address]

[City, State, Zip Code]

Re: NOTICE OF SPOILIATION OF EVIDENCE AND DEMAND FOR PRESERVATION

Dear [Name of Contact Person or Risk Manager],

Please be advised that this letter serves as a formal notice regarding a potential legal claim arising from [Briefly Describe Incident, e.g., an accident, dispute, or termination] that occurred on [Date of Incident] at [Location].

You are hereby directed to preserve, maintain, and prevent the destruction or alteration of all evidence, both physical and electronic, related to this matter. This demand specifically includes, but is not limited to, the following audio evidence:

- Voice recordings of emergency calls (911 or dispatch).
- Customer service call logs and full audio recordings.
- Internal radio communications and "push-to-talk" logs.
- Voicemails left on company extensions or mobile devices.
- Audio captured by security cameras (CCTV) or ambient microphones.
- Dictation recordings or meeting minutes recorded via audio.

You are further instructed to immediately suspend any automated deletion policies, "recycling" of backup tapes, or overwriting of digital storage media that may contain the aforementioned evidence. Failure to preserve this evidence may result in legal sanctions for spoliation, including an adverse inference instruction or the striking of your pleadings in future litigation.

Please confirm in writing within [Number] days that you have taken the necessary steps to sequester and preserve these records.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Law Firm]

[Your Phone Number]

[Your Email Address]