

URGENT NOTICE: EVIDENCE PRESERVATION REQUEST

Date: [Date]

To: [Name of Business or Individual]

Address: [Address]

City, State, Zip: [City, State, Zip]

Re: Preservation of Audio and Video Recordings

To Whom It May Concern,

This letter serves as a formal request to preserve all electronic data, audio recordings, video surveillance, and security footage related to the incident described below:

- **Date of Incident:** [Date]
- **Time of Incident:** [Approximate Time]
- **Location:** [Specific Location/Area of Property]
- **Description:** [Brief description of the event, e.g., slip and fall, altercation, etc.]

Specifically, you are required to take immediate steps to prevent the destruction, overwriting, or deletion of:

1. All digital or analog video surveillance footage from all cameras covering the incident site and surrounding areas (including entries and exits).
2. All audio recordings, including security intercom logs, microphone feeds, or digital voice recordings.
3. Security logs, incident reports, and maintenance records for the recording equipment.
4. Storage media (hard drives, DVRs, cloud storage, or backup tapes) containing the data from the 24 hours preceding and following the incident.

Please be advised that your failure to preserve this evidence may result in legal sanctions for "spoliation of evidence." We request that you immediately disable any "auto-erase" or "loop-recording" features on your surveillance system that might overwrite the data from the aforementioned date.

Please acknowledge receipt of this letter and confirm that the requested data has been secured.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]