

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Property Owner or Manager Name]
[Business Name, if applicable]
[Address]
[City, State, Zip Code]

RE: Notice of Personal Injury and Request for Inspection

Dear [Property Owner or Manager Name],

I am writing to formally notify you of a personal injury incident that occurred on your premises located at [Address of Incident Location] on [Date of Incident] at approximately [Time].

I was injured due to [Briefly describe cause, e.g., a slip and fall on a wet floor/broken staircase]. As a result of this incident, I have sustained injuries that require medical attention and investigation.

I am requesting a formal inspection of the scene. Furthermore, please take immediate steps to preserve all evidence related to this incident, including but not limited to:

- Security camera or surveillance footage from the date and time mentioned above.
- Maintenance logs and inspection records for the 30 days prior to the incident.
- Incident reports filed by employees or security personnel.
- Photographs of the area taken immediately following the incident.
- Names and contact information of any witnesses or employees on duty.

Please do not repair, alter, or destroy the condition that caused the injury until a formal investigation can be conducted. Failure to preserve this evidence may result in legal consequences regarding the spoliation of evidence.

Please acknowledge receipt of this letter in writing and provide the contact information for your insurance carrier.

Sincerely,

[Your Signature]

[Your Printed Name]