

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

[City, State, Zip Code]

RE: LEGAL NOTICE TO PRESERVE EVIDENCE / NOTICE AGAINST SPOILIATION

Dear [Recipient Name],

Please be advised that this office represents [Client Name] in connection with [brief description of matter, e.g., an accident occurring on Date at Location]. This letter serves as a formal demand for the preservation of all evidence relevant to this matter.

You are hereby instructed to take immediate steps to prevent the destruction, alteration, or deletion of any and all evidence, including but not limited to:

- Electronic data (Emails, text messages, voicemails, and server logs);
- Physical documents (Reports, internal memos, logs, and maintenance records);
- Video surveillance footage and audio recordings;
- Hardware, devices, or equipment involved in the incident;
- Metadata associated with any relevant electronic files.

This preservation notice applies to all information currently in your possession, custody, or control, as well as that of your employees, agents, and third-party contractors. You are further instructed to suspend any automated deletion or "routine" recycling of data storage media that may contain relevant information.

Failure to comply with this notice may result in severe legal consequences, including sanctions for the spoliation of evidence, adverse evidentiary inferences, and potential civil liability.

Please confirm in writing within [Number] days that you have implemented the necessary procedures to preserve these items and that a formal "litigation hold" has been issued to all relevant parties.

Sincerely,

[Signature]

[Printed Name]