

**SENT VIA EMAIL / CERTIFIED MAIL**

[Date]  
[Opposing Counsel Name]  
[Law Firm Name]  
[Address]  
[City, State, Zip Code]

**RE: Meet and Confer Regarding Spoliation of Evidence**

Case Name: [Case Name]  
Case Number: [Case Number]

Dear [Opposing Counsel Name],

Pursuant to [Local Rule/State Statute], this letter serves as a formal "meet and confer" regarding the failure of [Opposing Party Name] to preserve relevant evidence in the above-referenced matter.

Specifically, it has come to our attention that the following evidence has been lost, destroyed, or otherwise altered after the duty to preserve arose:  
[Description of Missing Evidence, e.g., emails, video footage, physical logs].

The duty to preserve this evidence was triggered on [Date] by [Reason, e.g., Receipt of Preservation Letter / Filing of Complaint]. Despite this obligation, [Opposing Party Name] failed to take reasonable steps to prevent the destruction of this evidence, resulting in prejudice to our client's ability to [prove/defend] the claims in this litigation.

At this time, we request that you provide the following by [Date/Time]:

- A detailed explanation of when and why the evidence was destroyed;
- An identification of any backup or alternative sources for this information;
- A proposal to remedy the prejudice caused by this loss of evidence.

If we are unable to resolve this matter informally, we intend to file a Motion for Spoliation Sanctions. We will seek all available remedies, including but not limited to, an adverse inference jury instruction, the striking of pleadings, or monetary sanctions.

I am available to discuss this matter via telephone on [Date] at [Time]. Please let me know if this time works for you.

Sincerely,

[Your Name]  
[Your Law Firm]  
[Your Phone Number]  
[Your Email]