

[Your Name/Law Firm]
[Your Address]
[City, State, Zip]
[Phone Number]
[Email Address]

[Date]

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

Re: [Case Name] / [Case Number]

**LEGAL SENIOR COUNSEL ONLY: FINAL MEET AND CONFER REGARDING
SPOILIATION OF EVIDENCE**

Dear [Opposing Counsel Name],

This letter serves as our final attempt to resolve the issue regarding the destruction or loss of critical evidence in the above-referenced matter before we seek judicial intervention. Specifically, this concerns [describe specific evidence lost/destroyed, e.g., video footage, server logs, or physical hardware].

Despite our previous correspondence dated [Date of previous letters] and our phone conference on [Date], your client has failed to [explain failure, e.g., produce the requested records or provide a verified explanation for their destruction]. As you are aware, your client had an affirmative duty to preserve this evidence starting no later than [Date of duty to preserve], when [basis for duty, e.g., a preservation letter was sent or the complaint was filed].

The loss of this evidence severely prejudices our client's ability to [explain impact, e.g., prove liability or establish the timeline of events].

Please consider this a final demand to [specific action requested, e.g., provide a forensic image or identify the individual responsible for the deletion] by [Date/Time]. If we do not receive a satisfactory response or the requested information by this deadline, we will have no choice but 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, and an award of attorney's fees and costs incurred in bringing the motion.

We remain available for a final telephonic conference at [Time] on [Date] should you wish to resolve this without motion practice.

Sincerely,

[Your Signature]

[Your Printed Name]