

SENT VIA [CERTIFIED MAIL / EMAIL]

DATE: [Date]

TO:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: LEGAL NOTICE TO PRESERVE EVIDENCE

Matter: [Description of Incident/Claim]

Date of Incident: [Date]

To [Recipient Name],

This letter serves as a formal notice to preserve all evidence related to the above-referenced matter. We believe you are in possession of documents, data, and tangible items that are relevant to potential or pending litigation.

Obligation to Preserve

You are hereby directed to immediately suspend any routine deletion, overwriting, or destruction of records. This obligation applies to all information, whether in paper or electronic format, including but not limited to:

- Emails and internal communications;
- Video surveillance footage (CCTV) and audio recordings;
- Electronic data (hard drives, server logs, mobile device data);
- Maintenance logs, inspection reports, and safety manuals;
- Personnel files and witness statements;
- Physical objects or equipment involved in the incident.

Duration

This duty to preserve remains in effect until the final resolution of this matter. Failure to comply with this notice may lead to legal sanctions, including but not limited to an "adverse inference" instruction, where a court may presume that the destroyed evidence would have been unfavorable to your position.

Please acknowledge receipt of this letter in writing and confirm that you have taken the necessary steps to implement a litigation hold.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Organization]

[Your Contact Information]