

## **URGENT NOTICE TO PRESERVE EVIDENCE**

**Date:** [Insert Date]

**To:**

[Name of Business/Property Owner]

[Address of Business/Property]

[City, State, Zip Code]

**Re: Formal Request for Preservation of Video Surveillance and Security Footage**

Dear [Name of Contact Person or Manager],

This letter serves as a formal demand for the preservation of any and all video surveillance footage, security recordings, and digital media captured by your system on the following date and time:

- **Date of Incident:** [Insert Date]
- **Time Range:** [Insert Start Time] to [Insert End Time]
- **Location/Camera Angles:** [Describe specific areas, e.g., Parking Lot, Front Entrance, Main Lobby]

This footage is relevant to an incident involving [Briefly state nature of incident, e.g., a motor vehicle accident / a slip and fall / a theft] that occurred on your premises. We have reason to believe that your security system captured images pertinent to this matter.

**Instruction to Prevent Deletion:**

You are hereby instructed to take immediate steps to prevent the automatic overwriting, deletion, or destruction of this data. Please ensure that a copy of the footage is downloaded to a permanent storage medium (such as a USB drive or cloud storage) and secured until further notice.

Failure to preserve this evidence may result in legal consequences, including a claim for spoliation of evidence or adverse inferences in future litigation.

Please confirm in writing within [Number] business days that you have successfully preserved the requested footage. If you require further information to identify the specific footage, please contact the undersigned immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]