

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

[City, State, Zip Code]

RE: NOTICE TO PRESERVE PHYSICAL PROPERTY AND FORENSIC EVIDENCE

Dear [Recipient Name],

This letter serves as a formal demand for the preservation of all physical property, electronic data, and forensic evidence related to the following incident/matter: [Briefly describe incident, e.g., vehicle accident or equipment failure] occurring on [Date] at [Location].

You are hereby instructed to take all necessary steps to prevent the destruction, alteration, concealment, disposal, or repair of the following items:

- **Physical Property:** Including but not limited to [List specific items, e.g., Vehicle VIN #, Machinery Part, Defective Product].
- **Digital/Forensic Evidence:** Including but not limited to Electronic Data Recorders (Black Boxes), GPS logs, maintenance records, and digital sensor data.
- **Visual Evidence:** Including surveillance camera footage, photographs, and video recordings from the date of the incident.
- **Documentation:** Inspection reports, logs, repair invoices, and chain of custody records related to the property.

Failure to maintain this evidence may result in legal sanctions for spoliation of evidence. Please confirm in writing within [Number] days that you have taken the necessary steps to secure and sequester the items listed above in their current condition.

Pending further notice, do not perform any destructive testing or repairs on the physical property without providing our office the opportunity to have an expert present.

Sincerely,

[Your Signature]

[Your Printed Name]