

[NAME]

[ADDRESS]

[PHONE]

[DATE]

[RECIPIENT NAME]

[RECIPIENT ADDRESS]

Re: [ACCIDENT LOCATION]

D/A: [DATE OF ACCIDENT]

Dear Sir/Madam:

Please be advised that [NAME OF INJURED PERSON] sustained serious personal injuries in the above-mentioned accident as a result of your negligence.

Please allow this letter to serve as notice of your obligation to preserve any evidence from the aforementioned date of injury, including but not limited to video surveillance, incident reports, photographs, witness contact information, and notifications of dangerous conditions.

Thank you.

Respectfully,

[YOUR NAME]