

[Sender Name/Law Firm]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title]
[Company/Agency Name]
[Address Line 1]
[City, State, Zip Code]

RE: Notice of Legal Representation and Preservation of Evidence
Matter: [Case Name or Brief Description of Environmental Dispute]
Case Number: [If applicable]

Dear [Recipient Name],

Please be advised that this office represents [Client Name] in connection with the pending environmental litigation regarding [specific site location or incident].

We are formally notifying you that all future communications regarding this matter should be directed exclusively to this office. Please refrain from contacting our client directly concerning the legal, technical, or regulatory aspects of this dispute.

Furthermore, this letter serves as a formal demand for the preservation of all evidence related to this matter. This includes, but is not limited to:

- Soil, water, and air sampling data and laboratory reports;
- Environmental impact assessments and site surveys;
- Internal correspondence, emails, and memos regarding compliance or contamination;
- Permits, waste disposal manifests, and regulatory filings;
- Maintenance logs and equipment inspection records.

Failure to maintain these records may result in legal sanctions for spoliation of evidence. We request that you confirm receipt of this letter and provide the contact information for your legal counsel.

Sincerely,

[Signature]
[Printed Name]
[Title/Firm Name]