DATE ***CERTIFIED MAIL***

Law enforcement agency

Re: Preservation of evidence

Involving the investigation of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Detective (officer)

This correspondence is being sent in reference the above investigation that is pending in your department. The following evidence is either in your possession, in the possession of a state agency or a witness connected to this investigation. I am formally requesting that no one discard or make any alterations of any kind to any photograph, document, writing or audio/video tapes as well as all electronic devices including but not limited to computers, laptops, iPads, cellular phones, and smart phones as well as any emails, text messages, instant messages of any form and through any provider or application, backups of any device, hard drives, backup hard drives, photographs and social media accounts including but not limited to Facebook, Google, Yahoo, AOL, Instagram, Snap Chat, Twitter and any online cloud backups which may contain information related to this investigation as well as any substance capable of being tested for DNA and/or other lab analysis without first notifying me and allowing me a reasonable opportunity to inspect, photograph, view, download and/or conduct independent testing. I am also asking that you preserve all communications between yourself and the station and/or other officers relative to this investigation.

I am further requesting that any hand written notes taken by you or other officers relative to this investigation be preserved for inspection to learn if they fall under matters required to be turned over to the defense pursuant to the U.S. Supreme court case of ***Brady V. Maryland***. I may be contacted at the above address, phone or e mail for the purpose of this preservation request.

Sincerely,