

## **URGENT LEGAL MATTER: NOTICE OF EVIDENCE PRESERVATION**

Date: [Insert Date]

To: [Recipient Name/Company Name]

Address: [Insert Address]

Attn: [Legal Department/Individual Name]

### **RE: Formal Notice to Preserve Documents and Electronically Stored Information (ESI)**

Dear [Recipient Name],

This letter serves as a formal demand for the preservation of all evidence, documents, and data relating to: [Brief Description of Matter/Incident/Claim].

Effective immediately, you are required to take all necessary steps to prevent the destruction, alteration, or deletion of any information relevant to this matter. This preservation obligation applies to all formats, including but not limited to:

- Physical paper files, logs, and notebooks.
- Emails, text messages, and instant messaging logs.
- Digital files, spreadsheets, and databases.
- Video surveillance (CCTV) and audio recordings.
- Server logs, backup tapes, and hard drives.
- Metadata associated with any digital records.

The relevant time period for this preservation is from [Start Date] to [End Date/Present].

Please suspend any automated deletion policies, recycling of backup tapes, or routine data wiping that may affect relevant information. Failure to preserve this evidence may result in legal sanctions, including adverse evidentiary inferences or claims of spoliation.

Please acknowledge receipt of this notice in writing within [Number] business days and confirm that instructions have been issued to relevant staff to ensure compliance.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]

[Your Contact Information]