

URGENT: LEGAL NOTICE REGARDING DOCUMENT PRESERVATION

Date: [Date]

To: [Name of Individual or Department]
[Name of Company/Firm]
[Address]
[City, State, Zip Code]

Re: CEASE AND DESIST - Destruction of Critical Records

Dear [Name of Recipient],

It has come to our attention that critical documents and records pertaining to [Specific Project, Matter, or Legal Issue] are being, or are scheduled to be, destroyed, deleted, or otherwise discarded.

This letter serves as a formal demand that you and your organization immediately **CEASE AND DESIST** any and all destruction, alteration, or concealment of documents, electronic data, and physical records related to [Brief Description of Matter].

You are hereby instructed to implement a "Legal Hold" on all relevant materials, including but not limited to:

- Internal and external emails and attachments;
- Financial statements, invoices, and accounting ledgers;
- Contractual agreements and drafts;
- Handwritten notes, memos, and logs;
- Digital files stored on servers, hard drives, or cloud storage;
- Any other records essential to the operational or legal history of this matter.

Failure to comply with this notice may be viewed as spoliation of evidence, which can lead to severe legal sanctions, adverse evidentiary inferences, and potential civil or criminal liability.

Please provide written confirmation within [Number] business days that you have received this letter and that all destruction protocols regarding these records have been suspended.

Sincerely,

[Your Name]
[Your Title/Role]
[Your Phone Number]
[Your Email Address]