

[Sender Name]
[Sender Title]
[Company Name]
[Date]

SENT VIA [METHOD: CERTIFIED MAIL / EMAIL]

[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]

RE: FORMAL NOTICE TO PRESERVE EVIDENCE - [Case Reference/Incident Description]

Dear [Recipient Name],

Please be advised that [Client Name/My Company] is currently evaluating legal claims against [Recipient Company] arising from [Brief Description of Incident/Contract] which occurred on or about [Date].

This letter serves as a formal demand for the preservation of all evidence, documents, and data that may be relevant to this potential litigation. You are hereby directed to take immediate action to prevent the destruction, alteration, or deletion of any information related to this matter.

The scope of this preservation request includes, but is not limited to:

- Internal and external electronic communications (emails, text messages, instant messages);
- Physical files, handwritten notes, and paper documents;
- Electronic data including spreadsheets, databases, and metadata;
- Video surveillance footage (CCTV), audio recordings, and photographs;
- Log files, backup tapes, and cloud-stored information;
- [Specify any other particular items relevant to the case].

Failure to preserve these materials may constitute spoliation of evidence. You are further instructed to suspend any automated deletion protocols or routine document destruction policies (e.g., "auto-delete" or "recycling") that may affect the relevant data described above.

Please confirm in writing within [Number] business days that you have received this notice and have implemented a legal hold on all relevant materials.

Sincerely,

[Signature]
[Sender Printed Name]