

[Law Firm Letterhead]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

## **RE: LEGAL HOLD NOTICE - Formal Requirement to Preserve Evidence**

Dear [Client Name],

In connection with the [Matter Name/Case Number], this letter serves as a formal advisory regarding your legal obligation to preserve all potentially relevant evidence. This obligation is triggered immediately by the [existence of/reasonable anticipation of] litigation.

### **1. Duty to Preserve**

You are required by law to suspend any procedures that might lead to the deletion, destruction, or alteration of documents, data, or physical items related to this matter. Failure to comply can result in "spoliation of evidence" claims.

### **2. Scope of Evidence**

This preservation mandate applies to both hard copy files and Electronically Stored Information (ESI), including but not limited to:

- Emails, instant messages, and text messages.
- Word processing documents, spreadsheets, and databases.
- Internal server logs and cloud storage (Google Drive, Dropbox, etc.).
- Social media posts and private messages.
- Physical prototypes, logs, or handwritten notes.

### **3. Suspension of Deletion Policies**

You must immediately disable any automated "auto-delete" or "purging" functions on your email systems and servers for all key personnel involved in this matter.

### **4. Risks of Non-Compliance (Spoliation)**

If evidence is destroyed, even unintentionally, the court may impose severe sanctions, including:

- Monetary fines and payment of the opposing party's legal fees.
- "Adverse inference" instructions (where the jury is told to assume the destroyed evidence was harmful to your case).
- Striking of your pleadings or a default judgment against you.

### **5. Next Steps**

Please identify all individuals within your organization who may possess relevant information

and ensure they receive a copy of this notice. We recommend scheduling a meeting with your IT department to confirm that all automated deletion processes have been halted.

Please acknowledge receipt of this letter and confirm that the necessary steps have been taken to secure all relevant data.

Sincerely,

[Attorney Name]  
[Law Firm Name]