

## **URGENT: LEGAL HOLD NOTICE AND SPOILIATION WARNING**

Date: [Insert Date]

To: [Recipient Name/Organization Name]

Address: [Insert Address]

**RE: Notice of Duty to Preserve Evidence regarding [Case Name/Matter Description]**

Dear [Recipient Name],

Please be advised that [Your Name/Client Name] is involved in or anticipates litigation against you regarding [Briefly describe the dispute, e.g., the accident occurring on Date / Breach of Contract].

This letter serves as a formal demand for you to preserve all documents, data, and tangible things that may be relevant to this matter. This includes, but is not limited to:

- Electronic communications (Emails, text messages, instant messages);
- Physical files, handwritten notes, and logs;
- Surveillance footage, photographs, and video recordings;
- Electronic metadata, databases, and server logs;
- [Insert specific item, e.g., Vehicle maintenance records or Employee personnel files].

You are hereby directed to immediately suspend any routine document destruction policies, "auto-delete" functions, or recycling of electronic media that would result in the loss of this information. Failure to preserve this evidence may result in legal sanctions for "spoliation of evidence," which may include monetary penalties or an adverse inference instruction by the court.

Please confirm in writing within [Number] days that you have received this notice and have implemented a litigation hold to prevent the destruction of relevant evidence.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]