

URGENT LEGAL MATTER: NOTICE TO PRESERVE EVIDENCE

Date: [Date]

To:

[Recipient Name/Legal Department]

[Company Name]

[Address]

[City, State, Zip Code]

Via: [Certified Mail / Email / Process Server]

RE: Notice of Potential Litigation and Formal Demand for Preservation of Evidence

Dear [Name],

Please be advised that [Your Name / Client Name] is anticipating legal action against [Company Name] regarding [Briefly describe the dispute or incident, e.g., the breach of contract dated MM/DD/YYYY].

As litigation is reasonably anticipated, you are hereby placed on formal notice of your legal obligation to preserve all evidence-including electronically stored information (ESI)-that may be relevant to this matter. This notice serves as a warning against the "spoliation" (destruction, alteration, or concealment) of evidence.

Scope of Preservation

You are required to immediately suspend all routine data destruction policies, including the recycling of backup tapes and the automated deletion of emails or logs. This demand includes, but is not limited to:

- All internal and external emails, text messages, and instant messaging logs.
- Word processing documents, spreadsheets, and databases.
- Calendar entries, meeting minutes, and appointment logs.
- Server logs, hard drives, and mobile device data.
- Physical files, handwritten notes, and correspondence.
- [Insert specific category of data relevant to your case].

Relevant Individuals

This preservation demand applies to all data held by [Company Name], its officers, directors, employees, and third-party contractors, specifically including but not limited to: [Name of Key Persons].

Warning of Sanctions

Failure to comply with this notice may lead to severe legal consequences, including court-ordered sanctions, evidentiary presumptions in favor of [Your Name / Client Name], and monetary penalties for the spoliation of evidence.

Please acknowledge receipt of this letter in writing within [Number] business days and confirm that you have issued a "Legal Hold" to all relevant personnel.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Capacity]

[Your Contact Information]