

URGENT LEGAL MATTER: NOTICE OF DUTY TO PRESERVE EVIDENCE

DATE: [Date]

TO: [Recipient Name/Company Name]

ATTN: [Legal Department/Individual Name]

ADDRESS: [Full Address]

RE: Notice of Preservation of Evidence and Potential Litigation

Dear [Recipient Name],

Please be advised that [Your Company Name] ("the Company") is currently investigating potential legal claims against you involving the misappropriation of trade secrets, breach of confidentiality, and related causes of action. This letter serves as a formal demand for the preservation of all evidence relevant to these matters.

1. Scope of Preservation

You are required to take immediate steps to ensure the preservation of all documents, data, and tangible items that relate to the following:

- Any and all proprietary information, source code, client lists, or technical specifications belonging to [Your Company Name].
- Communications (emails, text messages, instant messages) between [Date] and the present regarding [Specific Project/Trade Secret].
- Employment or contractor agreements and non-disclosure agreements.
- Access logs, download histories, and cloud storage transfer records.

2. Electronic Data (ESI)

You must suspend all routine data destruction policies, including the recycling of backup tapes, automated deletion of emails, and overwriting of hard drives. This includes data stored on:

- Personal and company computers or laptops;
- Mobile devices and tablets;
- External hard drives and USB flash drives;
- Cloud storage accounts (e.g., Dropbox, Google Drive, iCloud).

3. Duration of Obligation

The duty to preserve this information is ongoing. Failure to maintain this evidence may result in severe legal sanctions, including adverse inference instructions or monetary penalties, should formal litigation commence.

Please confirm in writing by [Date] that you have received this notice and have implemented the necessary preservation measures.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Law Firm Name]