

# **URGENT LEGAL MATTER: NOTICE TO PRESERVE EVIDENCE**

## **VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED**

To: [Name of Potential Defendant/Custodian]

Address: [Street Address]

City, State, Zip: [City, State, Zip Code]

Date: [Current Date]

### **RE: Notice of Preservation of Electronically Stored Information (ESI) and Physical Evidence Regarding [Brief Description of Incident/Claim]**

Dear [Name of Recipient],

Please be advised that [Your Name/Client Name] is represented by [Law Firm Name] in connection with potential legal claims against you/your organization arising from [Description of Event/Contract/Incident] which occurred on or about [Date].

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

Under applicable law, you are hereby formally notified of your legal obligation to preserve all documents, data, and Electronically Stored Information (ESI) that may be relevant to this matter. This duty requires you to suspend any routine deletion, overwriting, or destruction policies currently in place.

#### **2. Scope of Preservation**

Relevant information includes, but is not limited to:

- Email communications (including attachments) between [Name] and [Name].
- Text messages, instant messages (Slack, Teams, etc.), and voicemail recordings.
- Internal memoranda, reports, and calendar entries.
- Financial records, invoices, and payment logs.
- Server logs, databases, and metadata related to [Specific Project/Incident].
- Video surveillance footage (CCTV) or audio recordings.

#### **3. Affected Hardware and Systems**

This demand applies to all digital storage locations, including but not limited to: local hard drives, network servers, cloud storage (Google Drive, Dropbox, etc.), mobile phones, tablets, and backup tapes.

#### **4. Duration of Preservation**

You must maintain this information in its original, native format until this matter is resolved or until otherwise instructed by legal counsel. Failure to comply with this notice may result in severe legal sanctions, including an "adverse inference" instruction or default judgment for the spoliation of evidence.

Please confirm in writing within [Number] business days that you have received this letter and have implemented a formal "Litigation Hold" to ensure the preservation of all relevant evidence.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Law Firm Name]

[Contact Information]