

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Street Address]

[City, State, Zip Code]

RE: LEGAL NOTICE TO PRESERVE ELECTRONICALLY STORED INFORMATION (ESI)

Dear [Recipient Name],

We are writing to formally notify [Company Name] of its obligation to preserve all documents and Electronically Stored Information (ESI) related to [Case Name/Matter Description]. This notice applies to your company as a third-party custodian of records involving [Individual/Entity Name].

1. Suspension of Deletion Policies

You are requested to immediately suspend any routine or automatic deletion, overwriting, or destruction of data relevant to the period of [Start Date] to [End Date/Present]. This includes "auto-delete" functions for email and server recycling protocols.

2. Scope of Preservation

The records to be preserved include, but are not limited to:

- Email correspondence and attachments;
- Cloud storage data (e.g., Dropbox, Google Drive, OneDrive);
- Application logs and activity metadata;
- Social media content and private messages;
- Financial records and transaction logs;
- Mobile device data including SMS and instant messages.

3. Specific Accounts/Systems

Please ensure the preservation of data associated with the following specific accounts:

[List specific Account IDs, Usernames, or Email Addresses]

4. Integrity of Data

Please preserve the ESI in its original native format to ensure that all metadata (such as file creation dates and author information) remains intact. Do not attempt to move, compress, or alter the files in any way that would change the file properties.

Please acknowledge receipt of this letter and confirm that the requested preservation measures have been implemented. This is a preservation request only; a formal subpoena for the production of these materials may follow.

Sincerely,

[Your Name]

[Your Title]

[Your Law Firm/Company]