

**DATE:** [Insert Date]

**TO:** IT Department / Chief Information Officer

**FROM:** [Legal Department / Name of Requestor]

**SUBJECT:** URGENT: NOTICE OF LITIGATION HOLD AND DATA PRESERVATION

## 1. PURPOSE

This notice serves as a formal directive to preserve all electronic data and physical records related to [Project Name / Case Name / Incident Description]. A legal hold is now in effect.

## 2. IDENTIFIED CUSTODIANS

Data belonging to the following individuals must be secured immediately:

- [Name 1] - [Employee ID / Department]
- [Name 2] - [Employee ID / Department]
- [Name 3] - [Employee ID / Department]

## 3. SCOPE OF PRESERVATION

Please take immediate steps to prevent the deletion, overwriting, or destruction of the following:

- **Emails:** All sent/received messages, attachments, and archived folders (.PST/.OST).
- **Local Files:** All documents, spreadsheets, and presentations on hard drives or SSDs.
- **Network/Cloud Storage:** Data stored on shared drives, SharePoint, OneDrive, or Google Drive.
- **Communication Logs:** Instant messaging logs (Teams, Slack, Zoom) and SMS/text messages.
- **System Data:** Database records, application logs, and backup tapes relevant to the timeframe of [Start Date] to [End Date/Present].

## 4. REQUIRED ACTIONS

1. Suspend all automated data retention policies or "auto-delete" functions for the custodians listed above.
2. Disable any scripts that perform routine purging of old logs or temporary files related to this matter.
3. Secure any physical hardware (laptops, mobile phones, external drives) if the custodian is no longer with the company.

## 5. CONFIRMATION

Please reply to this email to confirm that the preservation steps have been implemented. Provide a brief summary of the actions taken to secure this data.

Failure to comply with this notice may result in legal sanctions against the company. This hold remains in effect until you receive written notice of its release.

Regards,

[Signature]

[Name]

[Title/Department]