

URGENT LEGAL MATTER: NOTICE TO PRESERVE EVIDENCE

DATE: [Date]

TO:

[Recipient Name]

[Recipient Company]

[Recipient Address]

RE: Notice of Duty to Preserve Electronically Stored Information (ESI) Relating to Intellectual Property Infringement

Dear [Recipient Name],

This letter serves as a formal notice to [Recipient Company] regarding potential litigation involving the infringement of [Description of Intellectual Property, e.g., Copyright, Trademark, or Patent Name/Number]. We have reason to believe that your organization is in possession of evidence relevant to these claims.

In anticipation of legal proceedings, you are hereby requested to take immediate action to preserve all documents, data, and Electronically Stored Information (ESI) related to the following subject matter:

- All records of development, creation, or acquisition of the infringing materials.
- Communication (emails, instant messages, etc.) regarding the use, marketing, or sale of the intellectual property in question.
- Financial records, sales data, and distribution logs related to the alleged infringing products or services.
- Metadata associated with any digital files related to the subject matter.
- Website logs, server backups, and cloud storage files.

Suspension of Routine Deletion: You must immediately suspend all procedures involving the recycling of backup tapes, the automated deletion of emails, and the overwriting of hard drives or other storage media that may contain relevant information.

This preservation obligation extends to all information currently in your possession, custody, or control, including data stored on mobile devices, remote servers, and personal computers used by employees or contractors for business purposes.

Failure to maintain this information may result in legal sanctions for spoliation of evidence. Please acknowledge receipt of this letter in writing and confirm that the necessary data preservation steps have been implemented.

Sincerely,

[Your Name/Law Firm Name]
[Your Title]
[Your Contact Information]