

**URGENT LEGAL MATTER: NOTICE TO PRESERVE ELECTRONICALLY STORED INFORMATION (ESI)**

Date: [Date]

To:

[Name of Defendant/Company Representative]

[Company Name]

[Address]

[City, State, Zip Code]

**RE: [Case Name or Description of Dispute] - Formal Demand for Preservation of Evidence**

Dear [Name],

This letter serves as a formal notice to [Company Name] (the "Company") to preserve all documents, data, and Electronically Stored Information (ESI) related to the proposed class action lawsuit concerning [briefly describe the claim, e.g., consumer privacy breach, wage and hour violations, or defective product].

You are required to take immediate action to prevent the deletion, overwriting, destruction, or alteration of any information related to this matter. This obligation supersedes any existing document retention or "auto-delete" policies. Information to be preserved includes, but is not limited to:

- Internal and external emails, including attachments and metadata.
- Internal messaging logs (e.g., Slack, Microsoft Teams, Discord).
- Text messages and mobile application data.
- Databases, spreadsheets, and CRM records containing class member information.
- Cloud storage files (e.g., Dropbox, Google Drive, SharePoint).
- Web server logs, cache files, and cookies.
- Social media content and private messages.
- Backups, archives, and legacy systems.

The relevant time period for this preservation demand is from [Start Date] to the present.

Please ensure that all employees, contractors, and third-party vendors who may possess relevant information are notified of this "Litigation Hold." Failure to maintain this evidence may result in court-ordered sanctions, including adverse inference instructions or monetary penalties.

Please confirm in writing within [Number] business days that you have taken the necessary steps to implement this preservation hold.

Sincerely,

[Your Name/Law Firm Name]

[Title]

[Contact Information]