

**SENT VIA CERTIFIED MAIL / EMAIL**

Date: [Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Address]  
[City, State, Zip Code]

**RE: LEGAL PRESERVATION NOTICE / FORMAL DEMAND FOR PRESERVATION OF ELECTRONICALLY STORED INFORMATION (ESI)**

Dear [Recipient Name],

This letter serves as formal notice that [Your Name/Company Name] ("Claimant") intends to pursue legal action against [Recipient Company Name] regarding a breach of the contract dated [Date of Contract] (the "Agreement").

In anticipation of litigation, you are hereby demanded to take all necessary steps to preserve and prevent the destruction, alteration, or deletion of all documents and Electronically Stored Information (ESI) related to the Agreement, the performance thereof, and the subsequent breach.

**Scope of Preservation**

This preservation demand includes, but is not limited to, the following categories of information created or received between [Start Date] and the present:

- All emails, instant messages, and internal chat logs (e.g., Slack, Teams) regarding the negotiation and execution of the Agreement;
- Drafts, revisions, and final versions of the Agreement and any related addenda;
- Financial records, invoices, payment receipts, and accounting logs related to the Agreement;
- All communications regarding the alleged breach, including internal memoranda and correspondence with third parties;
- Server logs, metadata, and database records associated with the services or goods provided under the Agreement.

**Required Actions**

To comply with your legal obligations, you must immediately:

1. Suspend all automated deletion, overwriting, or recycling of electronic media (e.g., "auto-delete" email settings or backup tape rotation);
2. Issue a "Litigation Hold" notice to all employees, contractors, and IT personnel who may possess relevant information;

3. Preserve hardware, including local hard drives, mobile devices, and cloud storage accounts used by key personnel involved in this matter.

Failure to preserve this evidence may result in severe legal sanctions, including evidentiary presumptions or monetary penalties for spoliation of evidence.

Please acknowledge receipt of this letter in writing within [Number] business days and confirm that the requested preservation measures have been implemented.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]

[Your Phone Number]

[Your Email Address]