

SENT VIA EMAIL AND CERTIFIED MAIL

Date: [Date]

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

RE: NOTICE TO PRESERVE ELECTRONIC EVIDENCE

Dear [Recipient Name],

As you are aware, a formal complaint was filed on [Date] in the matter of [Case Name/Reference Number]. This letter serves as a formal demand for the preservation of all relevant documents and Electronically Stored Information (ESI) related to this matter.

You are hereby directed to take immediate steps to prevent the deletion, destruction, overwriting, or alteration of any records, including but not limited to:

- Emails and attachments (including sent, received, and deleted items);
- Internal messaging logs (Slack, Teams, etc.);
- Text messages and mobile device data;
- Electronic spreadsheets and databases;
- Social media posts and private messages;
- System logs and metadata;
- Hard drives, backup tapes, and cloud storage files.

This request applies to all information generated or stored between [Start Date] and the present. You are requested to suspend any automated "auto-delete" or "recycling" features on your servers and systems that might result in the loss of this evidence.

Failure to maintain these records may result in legal sanctions for spoliation of evidence. Please acknowledge receipt of this letter and confirm that a litigation hold has been implemented.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Law Firm]
[Phone Number]
[Email Address]