

DATE: [Date]

VIA: [Certified Mail / Email / Hand Delivery]

TO:

[Name of Employer/Company Representative]

[Company Name]

[Company Address]

RE: LEGAL NOTICE TO PRESERVE EVIDENCE

Dear [Name of Contact],

Please be advised that a legal dispute exists between [Your Name] and [Company Name] regarding [briefly state nature of dispute, e.g., wrongful termination, harassment, or discrimination].

This letter serves as a formal demand for [Company Name] to take all necessary steps to preserve and prevent the destruction, alteration, or deletion of all electronically stored information (ESI) and data related to this matter. This includes, but is not limited to, data hosted on social media platforms, networking sites, and internal messaging applications.

Specifically, you are required to preserve all posts, comments, direct messages, private messages, deleted content, logs, and metadata from the following platforms:

- **Company Social Media Accounts:** [e.g., LinkedIn, Facebook, Twitter/X, Instagram]
- **Internal Collaboration Tools:** [e.g., Slack, Microsoft Teams, Discord]
- **Personal Accounts:** Any accounts used by [Name of Supervisor/Employee involved] to discuss employment matters or the claimant.

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

Failure to comply with this notice may result in legal sanctions for the spoliation of evidence. This request extends to all hardware, servers, and cloud-based storage where this data may reside.

Please confirm in writing within [Number] days that you have taken the necessary steps to implement a litigation hold on this data.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]