

URGENT LEGAL MATTER: NOTICE OF LITIGATION HOLD AND DATA PRESERVATION

DATE: [Insert Date]

TO: [Name of Recipient/IT Department/Cloud Service Provider]

FROM: [Name of Sender/Legal Counsel]

RE: Legal Hold and Preservation of Electronic Evidence Regarding [Case Name/Matter Description]

1. PURPOSE

This notice is to inform you that [Company Name] is involved in a legal matter regarding [Brief Description of Matter]. You are required to suspend all procedures related to the deletion, overwriting, or destruction of documents and data, particularly information stored on cloud servers and remote hosting environments.

2. SCOPE OF PRESERVATION

You must preserve all Electronically Stored Information (ESI) related to [Specify Date Range, e.g., January 1, 2023, to present]. This includes, but is not limited to:

- Emails and attachments (including sent, received, and deleted items).
- Files stored on cloud platforms (e.g., AWS, Azure, Google Cloud, Dropbox, SharePoint).
- Server logs, metadata, and audit trails.
- Database snapshots and backups.
- Instant messages and collaboration tool history (e.g., Slack, Teams).

3. RELEVANT CUSTODIANS

Data associated with the following individuals or accounts must be specifically flagged for preservation:

- [Name/Department 1]
- [Name/Department 2]
- [Name/Department 3]

4. SUSPENSION OF AUTOMATED DELETION

Please immediately disable any "auto-delete," "recycling," or "rolling overwrite" policies that might affect the data described above. This includes suspending the rotation of backup tapes or the automated purging of logs and temporary cloud instances.

5. DURATION OF HOLD

This preservation obligation is ongoing and will remain in effect until you receive written notice that the hold has been released. Failure to comply may result in severe legal sanctions.

6. ACKNOWLEDGMENT

Please reply to this communication within [Number] hours to confirm receipt of this notice and to document the steps taken to implement this hold.

Sincerely,

[Your Name]

[Your Title]

[Company Name]