

URGENT: LEGAL PRESERVATION NOTICE

Date: [Date]

To: [Name of Cloud Provider/Vendor]
Attn: Legal Department / Custodian of Records
[Address]
[City, State, Zip Code]

Re: Formal Notice to Preserve Electronic Evidence Regarding [Company Name / Account Number]

To Whom It May Concern,

This letter serves as a formal notice to [Cloud Provider Name] ("the Provider") to preserve and prevent the destruction, alteration, or deletion of all data, metadata, and electronic records associated with the account(s) identified below.

1. Account Identification:

- Account Name: [Account Name]
- Account Number/ID: [Account ID]
- Associated Email Addresses: [Email Addresses]
- Specific Services/Buckets: [e.g., AWS S3 Buckets, Azure Blobs, SaaS Instances]

2. Relevant Time Period:

This request applies to all data created, modified, or received between [Start Date] and [End Date/Present].

3. Scope of Preservation:

You are requested to take all necessary steps to ensure the integrity of the following:

- All files, documents, and databases stored within the account.
- Activity logs, access logs, and audit trails.
- Metadata (including timestamps, file ownership, and permissions).
- System backups and snapshots.
- Deleted items still residing in "trash," "recycling," or "soft-delete" states.
- Communication logs and messaging data.

4. Suspension of Routine Deletion:

Please immediately suspend all automated data retention policies, "auto-delete" functions, or routine overwriting of backup media that may impact the data identified above.

5. Acknowledgment:

Please acknowledge receipt of this letter within [Number] business days and confirm that the requested data has been placed on a legal hold.

Sincerely,

[Your Name/Signature]

[Your Title]

[Your Company/Law Firm]

[Phone Number]

[Email Address]