

DATE: [Insert Date]

TO: [Client Name / IT Department / Relevant Custodians]

FROM: [Name of Legal Counsel/Firm]

SUBJECT: LEGAL HOLD NOTICE: Preservation of Cloud Storage Data

1. PURPOSE

This notice is to inform you that [Company Name] is involved in a legal matter regarding [Subject Matter/Case Name]. You are required to preserve all electronic data and documents stored in cloud environments that may be relevant to this matter.

2. SCOPE OF PRESERVATION

You must not delete, alter, or destroy any information stored in cloud services, including but not limited to:

- Cloud Drives (Google Drive, OneDrive, Dropbox, Box, etc.)
- Cloud-based Email (Office 365, Gmail, etc.)
- Collaboration Tools (Slack, Microsoft Teams, Zoom logs)
- Cloud Databases and Application Backups

3. RELEVANT TIME PERIOD

This preservation requirement applies to all records created or modified from [Start Date] to [End Date/Present].

4. ACTION REQUIRED

Please take the following steps immediately:

- Disable any automated deletion or "auto-archive" settings for the accounts involved.
- Suspend the routine recycling of backup media containing relevant cloud data.
- Ensure that any employees or contractors with access to these accounts are notified of this hold.

5. DURATION

This Legal Hold remains in effect until you receive a written notice from the Legal Department explicitly releasing you from this obligation.

6. ACKNOWLEDGMENT

Please reply to this email or sign below to confirm that you have received this notice and have implemented the necessary preservation steps.

Recipient Signature

Date