

URGENT LEGAL NOTICE: NOTICE TO PRESERVE RELEVANT EVIDENCE

Date: [Insert Date]

[Opposing Counsel Name]

[Opposing Law Firm]

[Address]

[City, State, Zip]

Re: [Case Name / Matter Number] - Formal Spoliation Notice Regarding Server Data

Dear [Opposing Counsel Name],

Our office represents [Your Client Name] in connection with the above-referenced matter. This letter serves as a formal demand for your client, [Opposing Party Name], to preserve all documents and electronically stored information (ESI) relevant to this dispute.

Specifically, we demand that you take immediate steps to prevent the destruction, alteration, or deletion of all data stored on your client's servers, including but not limited to:

- Email server archives and active mailboxes (including metadata);
- File servers and network shared drives;
- Database records and application logs;
- Cloud-based storage and server backups;
- System logs showing user access and file modifications.

You are hereby instructed to immediately suspend all routine data destruction policies, such as automated "purging" or "recycling" of server backups, overwriting of log files, or re-imaging of hard drives. This obligation extends to data held by third-party vendors or hosting providers under your client's control.

Failure to comply with this preservation request may result in a motion for sanctions, including but not limited to an adverse inference instruction, the striking of pleadings, or monetary penalties for spoliation of evidence.

Please confirm in writing by [Date] that your client has received this notice and has implemented a formal litigation hold on all relevant server environments.

Sincerely,

[Your Name]

[Your Law Firm]

[Your Contact Information]