

URGENT LEGAL MATTER: NOTICE TO PRESERVE EVIDENCE

Date: [Insert Date]

To: [Name of Cloud Service Provider/Custodian]
Legal Department / Compliance Division
[Address]
[City, State, Zip Code]

Re: Formal Notice for Preservation of Electronically Stored Information (ESI)

Dear Legal Department,

This letter serves as a formal demand for the preservation of all Electronically Stored Information (ESI) and physical evidence related to the accounts and identifiers specified below. Litigation is currently pending or reasonably anticipated involving [Name of Parties].

1. Identification of Accounts

This request pertains to all data associated with the following accounts/users:

- Account Name/ID: [Insert Name]
- Email Address: [Insert Email]
- Internal User ID: [Insert ID if known]
- Relevant Time Period: [Insert Start Date] to [Insert End Date/Present]

2. Scope of Preservation

You are required to take all necessary steps to prevent the deletion, overwriting, modification, or destruction of data, including but not limited to:

- Cloud storage files (Documents, spreadsheets, PDFs, images, videos).
- All versions and revisions of files (version history).
- Metadata associated with files (creation dates, modification dates, author info).
- Communication logs, activity logs, and access logs.
- Deleted files currently residing in "trash," "recycle bin," or "recovery" folders.
- Backups and archival snapshots.

3. Suspension of Routine Destruction

Please immediately suspend any automated deletion policies, "auto-shredding," or data rotation schedules that may impact the accounts identified above.

4. Duration

These materials must be preserved until further notice or until the conclusion of the legal proceedings. This is a preservation request only; do not produce these records until served with a valid subpoena or court order.

Please acknowledge receipt of this letter and confirm that the preservation hold has been implemented.

Sincerely,

[Your Name/Law Firm Name]

[Your Title]

[Phone Number]

[Email Address]