

URGENT LEGAL MATTER: NOTICE TO PRESERVE EVIDENCE

Date: [Insert Date]

To: [Name of Recipient/IT Department/Legal Counsel]

Company: [Company Name]

Address: [Company Address]

Re: Preservation of Corporate Server Data and Cloud Backup Environments

Dear [Name],

This letter serves as a formal notice to preserve all documents, data, and electronically stored information (ESI) related to [Brief Description of Matter/Case Name]. You are required to take immediate action to prevent the deletion, overwriting, or destruction of potentially relevant evidence.

This preservation request applies to all physical servers, virtual servers, and cloud-based storage platforms including, but not limited to:

- **On-Premise Servers:** File servers, application servers, and SQL/database servers.
- **Cloud Environments:** Data hosted on AWS, Azure, Google Cloud, Microsoft 365 (including SharePoint and OneDrive), and Google Workspace.
- **Backup Systems:** Offsite backups, tape drives, cloud snapshots, and disaster recovery images.
- **Communication Logs:** Server-side logs, VPN access logs, and administrative audit trails.

Instructions for Data Preservation:

1. Suspend all automated data deletion policies, including "auto-delete" or "recycling" protocols for relevant user accounts.
2. Halt any scheduled rotation of backup tapes or overwriting of previous backup snapshots.
3. Preserve all metadata associated with the files, including creation dates, modification dates, and author information.
4. Ensure that no hardware upgrades or server migrations result in the loss of legacy data.

The relevant time period for this preservation is from [Start Date] to the present.

Please acknowledge receipt of this letter and confirm that the necessary "Legal Hold" has been implemented across your corporate infrastructure.

Sincerely,

[Your Name]

[Your Title]

[Your Law Firm/Company]