

URGENT NOTICE: LEGAL HOLD / PRESERVATION OF EVIDENCE

DATE: [Date]

TO: [Name of Cloud Service Provider/Recipient]

ATTN: Legal Department / Compliance Officer

ADDRESS: [Provider Address]

RE: Preservation of Cloud-Hosted Email and Server Data for [Subject Name/Account ID]

Dear [Contact Name or Legal Department],

This letter serves as a formal notice to preserve all electronic data and information related to the accounts and servers identified below. This request is made in anticipation of litigation regarding [Brief Description of Matter, if applicable].

1. IDENTIFICATION OF ACCOUNTS AND SERVERS

Please preserve all data associated with the following:

- **User Accounts/Email Addresses:** [List specific email addresses]
- **Cloud Server Instances:** [List Server IDs, IP Addresses, or Instance Names]
- **Storage Buckets/Volumes:** [List specific storage identifiers]
- **Date Range:** From [Start Date] to the present.

2. SCOPE OF PRESERVATION

You are requested to take all necessary steps to prevent the deletion, overwriting, modification, or destruction of:

- All sent, received, drafted, and deleted emails (including attachments).
- Calendar entries, contact lists, and task logs.
- Server snapshots, images, and backups.
- Database files and transaction logs.
- Activity logs, access logs, and IP login history.
- Metadata associated with any of the above files.

3. SUSPENSION OF DELETION PROTOCOLS

Please immediately suspend all automated data deletion, "recycling," or overwriting policies that may apply to these accounts and servers. This includes the rotation of backup tapes or the purging of "deleted items" folders.

4. DURATION OF HOLD

This preservation hold shall remain in effect until you receive written notice that it has been released. Please confirm receipt of this letter and provide confirmation that the requested data has been placed on legal hold.

Sincerely,

[Your Name/Signature]

[Your Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]