URGENT LEGAL MATTER: NOTICE TO PRESERVE EVIDENCE

Date: [Insert Date]

To: [Name of Cloud Service Provider]
Attn: Legal Department / Compliance Department
[Address of Provider]

RE: Notice of Evidence Preservation Regarding [Company/Account Name]

To Whom It May Concern,

This letter serves as a formal notice requiring [Cloud Service Provider] to preserve all electronic data and evidence related to a data security incident involving the following accounts/servers:

- **Account Name/ID:** [Insert ID]
- **Server IP Addresses/Instance IDs:** [Insert List]
- **Affected Domains:** [Insert Domains]
- **Time Period:** From [Start Date/Time] to [End Date/Time/Present]

This request includes, but is not limited to, the preservation of:

- Full bit-stream images of affected cloud storage volumes and virtual machine disks.
- Snapshot images of active memory (RAM) for the specified instances.
- All system, firewall, network, and access logs (specifically VPC flow logs and API activity logs).
- User authentication records and administrative access history.
- Any deleted files or metadata currently residing in temporary caches or recycle bins.

Please take immediate steps to ensure that all automated data retention or "garbage collection" policies are suspended for these specific resources to prevent the overwriting or destruction of potentially relevant evidence. Do not modify, delete, or move any data related to these accounts until further written notice.

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

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Phone Number]
[Email Address]