

URGENT LEGAL MATTER: NOTICE TO PRESERVE EVIDENCE

To: [Name of Defendant Corporation/Legal Counsel]

[Address]

[City, State, Zip Code]

Date: [Current Date]

Re: Notice of Duty to Preserve Ephemeral Messaging and Electronic Data

Dear [Name of Contact],

This letter serves as a formal notice to [Name of Corporation] ("the Company") to preserve all evidence potentially relevant to the matter of [Case Name/Description of Legal Claim].

In accordance with your legal obligations, you are hereby directed to immediately suspend all auto-delete, "disappearing message," or "burn-on-read" functions on all ephemeral messaging applications used by your employees, officers, and contractors for business purposes. This includes, but is not limited to:

- Signal
- WhatsApp
- Telegram
- Slack (specifically Huddles and Direct Messages)
- Wickr
- Confide
- Microsoft Teams

Scope of Preservation:

The duty to preserve applies to all data created, sent, or received between [Start Date] and the present by the following key custodians: [List names of specific employees].

Required Actions:

1. **Cease Deletion:** Immediately disable settings that automatically delete or overwrite messages after a set period of time.
2. **Device Preservation:** Ensure that mobile devices (both company-issued and personal devices used for work, i.e., BYOD) are not wiped, factory reset, or replaced until all relevant messaging data has been forensically imaged.
3. **Cloud Backups:** Preserve all cloud-based backups and server logs associated with the aforementioned messaging platforms.

4. **Internal Notice:** Issue an immediate "Litigation Hold" memorandum to all relevant personnel instructing them not to delete or modify any communications related to this matter.

Failure to comply with this preservation request may result in legal sanctions for spoliation of evidence, including adverse inference instructions, monetary penalties, or default judgment.

Please confirm in writing within [Number] business days that the Company has taken the necessary steps to comply with this preservation demand.

Sincerely,

[Your Name/Law Firm]

[Contact Information]