

URGENT LEGAL MATTER: NOTICE TO PRESERVE ELECTRONIC EVIDENCE

TO: [Company Name / Custodian Name]
ATTN: [Legal Department / Chief Compliance Officer]
ADDRESS: [Company Address]

DATE: [Current Date]

RE: Notice of Preservation of Records - Regulatory Investigation Regarding Ephemeral Messaging Applications

Dear [Name],

This letter serves as a formal demand for [Company Name] (the "Company") to preserve all documents, data, and electronically stored information (ESI) related to the use of ephemeral messaging applications and off-channel communications by its employees, contractors, and agents. This request is issued in light of an ongoing regulatory investigation by [Name of Regulatory Body, e.g., SEC/CFTC].

1. Scope of Preservation

You are required to take immediate action to prevent the deletion, destruction, or modification of communications sent or received via applications including, but not limited to:

- WhatsApp
- Signal
- Telegram
- Slack
- iMessage / SMS / MMS
- WeChat
- [Other specified applications]

2. Suspension of Deletion Policies

You must immediately suspend any "auto-delete," "disappearing message," or "ephemeral" settings on these platforms. Furthermore, you must disable any routine data destruction policies or automated recycling of hardware that may contain relevant data.

3. Relevant Custodians

This preservation notice applies to the following individuals and departments:

- [Name/Title 1]
- [Name/Title 2]
- [Department Name]

4. Devices Covered

Preservation efforts must include data stored on company-issued mobile devices, "Bring Your

Own Device" (BYOD) personal phones used for business purposes, tablets, and desktop workstations.

5. Duration

The period covered by this request is from [Start Date] to the present. You are required to maintain these records until further written notice from [Regulator Name] or legal counsel.

Failure to comply with this preservation request may result in legal sanctions, adverse evidentiary findings, or regulatory penalties.

Please acknowledge receipt of this letter and confirm in writing that the necessary preservation measures have been implemented.

Sincerely,

[Your Name/Law Firm Name]

[Title]

[Contact Information]