

DATE: [Insert Date]

TO: [Name of Executive Board Member / General Counsel]

FROM: [Your Name/Department]

SUBJECT: FORMAL NOTICE: Preservation of Ephemeral Messaging and Data

Dear [Name],

This letter serves as a formal notice to preserve all information and data related to [Project Name / Legal Matter / Investigation]. This request specifically includes communications conducted via ephemeral messaging applications (e.g., Signal, WhatsApp, Telegram, Wickr, or Slack "huddles" and "deleted" chats).

1. Suspension of Deletion Settings:

You are hereby instructed to immediately disable all "auto-delete," "disappearing messages," or "burn on read" settings on any personal or company-issued device used to discuss business related to [Matter].

2. Scope of Preservation:

The preservation requirement applies to:

- Text messages, voice notes, and media files.
- Metadata, including timestamps and participant lists.
- Encrypted folders or "hidden" chats.

3. Duration:

This preservation obligation is ongoing. You must not delete, wipe, or factory reset any device containing this data until you receive a formal release from [Legal Department / Compliance].

4. Personal Devices:

If business-related discussions took place on personal devices (BYOD), those devices are subject to this preservation notice to the extent they contain relevant communications.

Please acknowledge receipt of this letter and confirm that the auto-delete features on your messaging applications have been disabled by signing below.

Signature: _____

Date: _____