

URGENT LEGAL MATTER: NOTICE TO PRESERVE EVIDENCE

TO: [Name of Recipient/Legal Department]

FROM: [Name of Sender/Counsel]

DATE: [Insert Date]

RE: Notice of Preservation of Cloud Backup and Ephemeral Messaging Data

Dear [Recipient Name],

This letter serves as a formal request to preserve all documents, data, and electronically stored information (ESI) related to [Case Name/Matter Description]. This request specifically includes data stored in cloud backup services and ephemeral messaging applications.

1. Scope of Preservation

You are required to take immediate action to prevent the deletion, destruction, or alteration of data including, but not limited to:

- **Cloud Storage and Backups:** Data residing on platforms such as Google Drive, iCloud, OneDrive, Dropbox, AWS, or any corporate private cloud.
- **Ephemeral Messaging:** Communication logs and message content from applications including, but not limited to, Slack, Microsoft Teams, Signal, WhatsApp, Telegram, and Wickr.
- **Metadata:** All system metadata, timestamps, sender/recipient information, and read receipts.

2. Suspension of Deletion Policies

You must immediately suspend all automated deletion, overwriting, or "auto-destruct" settings. This includes:

- Disabling "disappearing messages" or "burn-on-read" features within messaging apps.
- Halting routine rotation of backup tapes or cloud synchronization that overwrites existing data.
- Canceling any scheduled account deactivations or hardware recycling for employees involved in this matter.

3. Specific Accounts of Interest

This notice applies to the following individuals/accounts:

[List Names, Email Addresses, and User IDs]

4. Duration

These preservation obligations are ongoing and remain in effect until the conclusion of this matter or until further written notice.

Please confirm in writing within [Number] business days that the necessary steps have been taken to ensure the preservation of this data.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]