

URGENT LEGAL MATTER: NOTICE TO PRESERVE EVIDENCE

DATE: [Date]

TO:

[Name of Custodian/Company Name]

[Address]

[City, State, Zip Code]

Attn: [Legal Department / Custodian of Records]

RE: Notice of Preservation of Evidence Related to [Case Name or Matter Description]

Dear [Name of Contact Person or Department],

Please be advised that [Your Name/Client Name] is involved in a legal matter regarding [Briefly describe the matter, e.g., an accident, contract dispute, or investigation] occurring on or about [Date].

We believe that you are in possession of documents, data, and tangible items that are relevant to this matter. This letter serves as a formal demand for you to preserve all such evidence in your possession, custody, or control.

I. Scope of Preservation

You are requested to preserve all information related to [Specific Individual, Account, or Event], including but not limited to:

- Electronic communications (emails, text messages, instant messages);
- Electronic data (spreadsheets, word processing documents, databases);
- Video surveillance footage and audio recordings;
- Social media content and activity logs;
- Physical documents and hard-copy files;
- Metadata associated with any electronic records.

II. Time Period

This request covers all records created, received, or modified between [Start Date] and [End Date/Present].

III. Instructions

You must take immediate steps to prevent the spoliation, destruction, alteration, or deletion of this evidence. This includes suspending any automated deletion policies or routine data wiping schedules currently in place for the requested information.

Failure to maintain this evidence could result in legal sanctions or claims against your organization. Please acknowledge receipt of this letter in writing and confirm that the requested data has been placed on a "legal hold."

If you have any questions regarding the scope of this request, please contact me immediately at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Organization]