DATE: [Insert Date]

TO: [Name of Recipient/Legal Counsel]
COMPANY: [Name of Opposing Party/Client]
ADDRESS: [Insert Address]

RE: LEGAL HOLD AND NOTICE TO PRESERVE EVIDENCE
MATTER: [Case Name or Description of Dispute]

Dear [Name],

This letter serves as formal notice to [Company Name] regarding a legal hold and the mandatory preservation of all evidence related to [Briefly describe the matter/incident].

1. Scope of Preservation
You are required to take immediate steps to preserve all documents, communications, and data in your possession, custody, or control that are potentially relevant to this matter. This includes, but is not limited to:

- Electronic mail (Email) and attachments;
- Internal and external instant messages or chat logs (e.g., Slack, Teams, SMS);
- Hard copy files, notebooks, and handwritten notes;
- Financial records, invoices, and contracts;
- Metadata, system logs, and databases;
- Audio recordings, video footage, and voicemails.

2. Suspension of Deletion Protocols
Please immediately suspend any automated deletion, overwriting, or "recycling" protocols that may affect the relevant data. This includes the suspension of routine email purging and the recycling of backup tapes or server drives.

3. Affected Personnel
This hold applies to all employees, contractors, and agents who may have information regarding this matter, specifically including [List specific individuals if known].

4. Duration
This preservation obligation is ongoing and will remain in effect until you are notified otherwise by this firm or until the conclusion of any anticipated or pending litigation.

Failure to comply with this notice may result in legal sanctions for spoliation of evidence. Please acknowledge receipt of this letter and confirm that the necessary preservation steps have been implemented.

Sincerely,

[Your Name]
Associate Attorney
[Law Firm Name]