

[Your Law Firm Name]
[Your Address]
[City, State, Zip Code]

[Date]

[Opposing Counsel Name]
[Opposing Counsel Law Firm]
[Address]
[City, State, Zip Code]

RE: Notice of Preservation and Demand for Production of Slack Data

Case Name: [Case Name]

Case Number: [Case Number]

Dear [Opposing Counsel Name],

This letter serves as a formal demand for your client, [Client Name], to preserve and produce all Electronically Stored Information (ESI) contained within the Slack platform relevant to the above-referenced matter. This includes, but is not limited to, data from [Start Date] to the present.

I. Preservation Obligation

Your client is required to take immediate steps to prevent the spoliation of Slack data. This includes suspending all automated deletion policies, "auto-archive" settings, and message retention limits for the following categories:

- Public Channels
- Private Channels
- Direct Messages (DMs) and Group Direct Messages
- Slack Connect (external shared channels)
- Threads, Reactions (Emojis), and Edited/Deleted message history
- Attached files, snippets, and integrations/app data

II. Scope of Demand

Please produce all Slack communications involving [List of Key Custodians] concerning the following subjects: [List Subject Matter/Keywords].

III. Production Format

We demand that Slack data be produced in its native format or a searchable format that preserves all metadata (including timestamps, sender/recipient identities, and channel names). Please note that static PDF exports or screenshots are insufficient as they strip essential metadata and conversational context.

IV. Documentation of Retention Policy

Please provide a description of your client's Slack workspace settings, specifically identifying

whether the "Corporate Export" or "Discovery API" features are available based on your client's Slack subscription tier (Pro, Business+, or Enterprise Grid).

Failure to preserve this evidence may result in a motion for sanctions, including adverse inference instructions or monetary penalties. Please confirm by [Date] that the necessary litigation holds have been placed on your client's Slack environment.

Sincerely,

[Your Signature]

[Your Printed Name]