

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

RE: LEGAL HOLD AND PRESERVATION OF SLACK DATA

Dear **[Recipient Name]**,

This letter serves as a formal request for the preservation and collection of electronically stored information (ESI) related to the Slack workspace(s) managed by **[Company Name]** in connection with **[Matter Name/Case Number]**.

1. Preservation Scope

You are directed to take immediate action to prevent the deletion, overwriting, or modification of all Slack data involving the following custodians: **[List Names of Individuals]**. This includes, but is not limited to:

- Public channels
- Private channels
- Direct messages (1:1 and group)
- Slack Connect/Shared channels
- Threads, reactions, and snippets
- Deleted or edited message history

2. Suspension of Retention Policies

Please immediately suspend any automated deletion policies, "disappearing message" settings, or data purging routines within the Slack administrative console that might affect the data of the identified custodians.

3. Collection Requirements

We require the export of this data in a format compatible with eDiscovery processing (preferably JSON or specialized Slack Corporate Export format). The export must include:

- All metadata (timestamps, user IDs, channel IDs)
- All file attachments and linked documents
- Membership lists and workspace logs

4. Point of Contact

Our technical team will coordinate with your IT or Legal department to facilitate the secure transfer of this data. Please acknowledge receipt of this letter and provide the contact information for your designated technical lead by **[Date]**.

Failure to preserve this data may result in legal sanctions for spoliation of evidence.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]