

## **URGENT LEGAL MATTER: NOTICE OF DATA PRESERVATION**

Date: [Insert Date]

To: [Name of Contact Person / Legal Department]  
[Vendor Name]  
[Vendor Address]

Sent via: [Certified Mail / Email / Hand Delivery]

### **Subject: Formal Request to Preserve Slack Data and Metadata**

Dear [Name of Contact],

This letter serves as a formal notice to [Vendor Name] to preserve all Slack-related data and metadata in its possession, custody, or control related to [Company Name/Project Name/Specific Subject].

In anticipation of legal proceedings, you are required to take immediate steps to prevent the deletion, alteration, or overwriting of the following information starting from [Start Date] to [End Date/Present]:

- **Public and Private Channels:** All messages, threads, and shared files within channels involving [List Specific Individuals or Departments].
- **Direct Messages (DMs):** All 1-on-1 and group direct messages between [List Specific Users].
- **Metadata:** Including but not limited to timestamps, user IDs, channel memberships, and edit/deletion histories.
- **Attachments:** Any files, documents, images, or snippets uploaded to or shared via Slack.
- **Integration Data:** Data generated by third-party apps or bots within the Slack workspace that relate to the aforementioned parties.

### **Required Actions:**

1. Immediately suspend all automated data retention policies or "auto-delete" settings that would affect the relevant Slack workspaces.
2. Cease any manual deletion of messages or archives by employees or administrators.
3. If applicable, place a "Legal Hold" on the specific user accounts associated with this matter.
4. Ensure that any "Enterprise Grid" or "Discovery API" exports are secured and not modified.

Failure to comply with this preservation request may result in legal sanctions for spoliation of evidence. Please confirm receipt of this letter and provide written assurance that the necessary preservation steps have been implemented no later than [Insert Date].

Sincerely,

[Your Name]

[Your Title]

[Your Company/Law Firm Name]

[Contact Information]