

## **URGENT LEGAL MATTER: NOTICE TO PRESERVE EVIDENCE**

**TO:** [Managing Partner Name]

**FROM:** [Your Name/Firm Name]

**DATE:** [Date]

**RE:** Notice of Preservation of Slack Communications and Electronic Data

Dear [Managing Partner Name],

This letter serves as a formal notice to preserve all Slack communications, data, and metadata related to [Describe Matter/Case Name/Time Period].

You are hereby directed to take immediate action to prevent the deletion, alteration, or destruction of all relevant data within your organization's Slack workspace(s). This includes, but is not limited to:

- Public and private channel messages.
- Direct messages (DMs) and group direct messages.
- Edited and deleted message history.
- File uploads, snippets, and shared documents.
- Threaded conversations and reactions.
- Slack "Huddles" recordings or transcripts.
- Audit logs and user access records.

To ensure compliance, you must immediately:

1. Suspend all automated data retention or deletion policies that might affect Slack data.
2. Cease any routine "cleaning" or manual deletion of messages by employees or administrators.
3. Notify all relevant IT personnel and Slack workspace administrators of this preservation obligation.
4. Identify all users (custodians) who may possess relevant information.

Failure to preserve this electronic evidence may result in legal sanctions, including adverse inference instructions or monetary penalties in future litigation.

Please confirm in writing by [Date] that you have received this notice and have implemented the necessary preservation holds.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]