

URGENT LEGAL MATTER: NOTICE TO PRESERVE EVIDENCE

Date: [Insert Date]

To:

[Name of Contact Person/Legal Department]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Via: [Certified Mail / Email / Process Server]

Re: Formal Demand for Preservation of Records and Electronic Data

Dear [Name of Contact Person or Legal Counsel],

This letter serves as a formal demand for [Vendor Name] to preserve all documents, data, and tangible things related to [Describe Project, Incident, or Agreement Name] involving [Your Company Name / Client Name].

In anticipation of pending litigation, you are required to take immediate steps to prevent the deletion, overwriting, or destruction of all potentially relevant information, including but not limited to:

- All electronic mail (emails) and attachments.
- Server logs, access logs, and user activity records.
- Database snapshots and historical data backups.
- Contracts, invoices, and statements of work.
- Communication logs (Slack, Microsoft Teams, SMS, etc.).
- Project files, source code, or site architecture records.
- Metadata associated with any of the above records.

Please ensure that all automated deletion policies, data rotation schedules, or document shredding procedures regarding these files are suspended immediately. This preservation obligation extends to information stored on local hard drives, removable media, and cloud-based storage solutions.

Failure to comply with this request may result in legal sanctions for spoliation of evidence. Please confirm in writing by [Insert Date] that you have taken the necessary steps to implement this litigation hold.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Phone Number]
[Your Email Address]