

## **URGENT LEGAL MATTER: PRESERVATION OF EVIDENCE**

**TO:** [Name of Recipient/Firm Name]

**ATTN:** [Individual Name and Department]

**DATE:** [Current Date]

**RE:** Legal Hold Notice - [Project Name/Case Reference]

Dear [Name],

This letter serves as a formal notice to preserve all documents, data, and tangible things related to the architectural project known as [Project Name/Address]. Due to [pending/threatened] litigation, you are required to suspend all document destruction or deletion policies immediately.

### **Scope of Preservation:**

You must preserve all records relating to the design, engineering, and construction of the project, including but not limited to:

- Original architectural blueprints, site plans, and schematic designs;
- BIM (Building Information Modeling) files and associated metadata;
- CAD (Computer-Aided Design) files in their native formats;
- Revised drawings, "as-built" plans, and change orders;
- Project manuals, specifications, and submittals;
- Internal and external correspondence including emails, memos, and text messages;
- Inspection reports, permit applications, and zoning documents;
- Photographs, videos, and site surveys.

### **Format of Records:**

Preservation includes both physical hard copies and electronic records. Electronic data must be preserved in its native format to ensure metadata remains intact. Do not "clean" or alter any electronic files.

### **Duration of Hold:**

This hold remains in effect until you receive written notice from this office stating that the hold has been released. Failure to preserve these records may result in severe legal sanctions.

Please acknowledge receipt of this letter by signing below and returning a copy to [Email Address/Physical Address] by [Date].

Sincerely,

[Your Name/Law Firm Name]  
[Your Title]

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**Acknowledgment of Receipt:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_