

Date: [Insert Date]

To: [Insert Name of Recipient/Department]

From: [Insert Name of Sender/Legal Counsel]

Subject: Definition of Relevant Preservation Materials - [Insert Case Name/Reference Number]

Dear [Insert Name],

In connection with the ongoing legal matter regarding [Insert Brief Description of Matter], this document serves to formally define the categories of "Relevant Preservation Materials" that must be identified, secured, and maintained to prevent spoliation of evidence.

For the purposes of this preservation mandate, "Relevant Preservation Materials" include, but are not limited to, the following:

- **Electronic Communications:** All emails, instant messages, text messages, and voicemail recordings related to [Insert Specific Topic/Project].
- **Documentary Records:** All drafts, final versions, and revisions of contracts, reports, internal memos, and handwritten notes.
- **Financial Data:** Invoices, receipts, ledger entries, bank statements, and audit logs pertaining to [Insert Date Range].
- **Digital Metadata:** System logs, file properties, access history, and structural metadata associated with any relevant electronic files.
- **Physical Assets:** Original hard-copy files, physical prototypes, or hardware devices used during the period of [Insert Dates].

This definition applies to all materials currently in your possession, custody, or control, whether stored on-site, in the cloud, or on personal devices used for business purposes. You are instructed to suspend all automated deletion or recycling protocols that may impact these materials.

Failure to preserve materials as defined above may result in severe legal sanctions. Please acknowledge receipt of this definition and confirm that preservation measures have been implemented.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]