

**Date:** [Insert Date]

**To:** [Insert Name of Custodian/Department]

**From:** [Insert Name of Sender/Legal Counsel]

**Subject:** Formal Obligation to Preserve Records - [Insert Project/Case Name]

Dear [Insert Name],

This letter serves as formal notification that you have been identified as a "custodian" of records and information that may be relevant to [Insert Case Name or Legal Matter].

**Your Obligations:**

You are hereby directed to preserve all documents, data, and electronically stored information (ESI) related to the following topics:

- [Insert Specific Topic 1]
- [Insert Specific Topic 2]
- [Insert Specific Topic 3]

**Scope of Preservation:**

This obligation includes, but is not limited to: emails, calendar entries, word processing documents, spreadsheets, instant messages, and physical files located on company servers, local hard drives, or mobile devices.

**Action Required:**

Please suspend any routine deletion or "auto-delete" functions for information falling under the scope described above. Do not destroy, alter, or discard any potentially relevant materials until further notice.

**Acknowledgment:**

Please reply to this message or sign below to acknowledge your receipt of this notice and your understanding of your obligation to preserve these records.

Sincerely,

[Insert Signature/Name]

[Insert Title]

[Insert Company Name]

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**Custodian Acknowledgment:**

I acknowledge receipt of this notification and agree to comply with the preservation requirements.

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