

URGENT LEGAL MATTER: NOTICE OF DUTY TO PRESERVE EVIDENCE AND ASSETS

[Date]

[Opposing Counsel Name]

[Law Firm Name]

[Address]

[City, State, Zip Code]

RE: [Case Name/Reference Number]

Dear [Opposing Counsel Name],

This letter serves as a formal demand that your client, [Client Name], take immediate steps to preserve all assets, documents, and electronically stored information (ESI) that are potentially relevant to the above-referenced matter.

This demand includes, but is not limited to, the following:

- **Financial Records:** Bank statements, brokerage accounts, tax returns, wire transfer records, and ledgers.
- **Physical Assets:** Real estate deeds, vehicle titles, inventory, and high-value personal property.
- **Digital Evidence:** Emails, text messages, internal server data, and cloud-based accounting records.
- **Corporate Records:** Meeting minutes, ownership certificates, and disposal or transfer logs of business interests.

Your client is hereby instructed to cease any activities that would result in the dissipation, concealment, transfer, or destruction of assets. This includes the suspension of any automated "delete" or "overwrite" functions on electronic systems that may contain relevant data.

Failure to comply with this preservation demand may result in a motion for sanctions, including but not limited to, a request for an adverse inference instruction, monetary penalties, or a motion for a preliminary injunction and asset freeze.

Please confirm in writing by [Date] that your client has received this notice and has implemented a formal litigation hold to preserve the aforementioned assets and information.

Sincerely,

[Your Name]

[Your Law Firm]

[Your Phone Number]

[Your Email]