

URGENT: FORMAL NOTICE OF EVIDENCE PRESERVATION

DATE: [Insert Date]

TO: [Insert Name of Recipient/IT Department/Custodian]

FROM: [Insert Name/Legal Counsel]

SUBJECT: Preservation of Forensic Hard Drive Images Regarding [Insert Case Name/Matter Reference]

Dear [Insert Name],

This letter serves as a formal demand for the immediate preservation of all electronic data and the creation of forensic images for the hardware identified below. This request is made in anticipation of litigation or an ongoing corporate investigation.

1. Identified Hardware

Please capture bit-by-bit forensic images of the following devices:

- Device Model/Serial Number: [Insert Info]
- Assigned User: [Insert Name]
- Location of Device: [Insert Office/Department]

2. Preservation Requirements

You are instructed to take the following actions immediately:

- Cease all routine data deletion, overwriting, or drive recycling protocols for the identified hardware.
- Create a verified forensic image (e.g., E01 or RAW format) of the entire physical drive, including unallocated space and slack space.
- Utilize write-blocking hardware during the imaging process to ensure no metadata is altered.
- Document a formal Chain of Custody for the device and the resulting forensic image.

3. Storage of Images

The resulting forensic images must be stored on secure, encrypted media and kept in a climate-controlled, restricted-access environment. Do not return the original hardware to service until you receive written authorization from [Insert Legal Department/Counsel Name].

4. Acknowledgment

Please sign and return a copy of this letter to confirm that the preservation process has commenced and that the identified data is being secured.

Sincerely,

[Signature]
[Printed Name]
[Title/Company Name]

ACKNOWLEDGMENT OF RECEIPT:

Name: _____

Date: _____