

[Date]

[Recipient Name]

[Recipient Title]

[Vendor Company Name]

[Address]

[City, State, Zip Code]

RE: FORMAL NOTICE TO PRESERVE EVIDENCE AND CREATE FORENSIC IMAGES

Dear [Recipient Name],

This letter serves as a formal demand for [Vendor Company Name] to preserve and forensically image specific data storage devices currently in your possession or under your control relating to [Project Name/Matter Reference].

In anticipation of litigation, you are required to immediately take the following actions:

- **Suspension of Deletion:** Immediately suspend all auto-delete, recycling, or data rotation policies that may affect the relevant hardware or data sets.
- **Forensic Imaging:** Create bit-stream (physical) forensic images of the hard drives associated with the following systems/individuals:
 - [Device Description/Serial Number 1]
 - [Custodian Name/System Name 2]
- **Chain of Custody:** Maintain a detailed chain of custody log for each device, including the date of imaging, the tools used (e.g., EnCase, FTK Imager), and the identity of the forensic technician.
- **Integrity Verification:** Ensure all forensic images are verified using MD5 or SHA-256 hash values to guarantee data integrity.

Please do not attempt to access, browse, or run the operating systems on these drives prior to imaging, as this will alter critical metadata and temporary files. The forensic images should be stored on secure, encrypted media and kept in a climate-controlled, secure environment.

Please confirm in writing by [Date] that you have received this notice and that the requested forensic preservation has been initiated.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Law Firm]