

URGENT LEGAL MATTER: NOTICE TO PRESERVE ELECTRONIC EVIDENCE

Date: [Insert Date]

To: [Name of Recipient/Opposing Party]

[Address]

[City, State, Zip Code]

Re: Formal Demand for Forensic Imaging and Preservation of Digital Evidence regarding [Case Name/Project Name]

Dear [Name of Contact],

This letter serves as a formal demand for the preservation of all electronically stored information (ESI) and physical hardware relevant to the ongoing intellectual property dispute between [Your Name/Company] and [Opposing Party Name].

Specifically, you are required to immediately create **forensic bit-stream images** of the hard drives and storage media associated with the following individuals and devices:

- [Name of Individual 1 / Job Title]
- [Name of Individual 2 / Job Title]
- [Server Name/Identifier, if applicable]
- [Specific Workstations or Laptop Serial Numbers]

Required Preservation Actions:

1. **Forensic Imaging:** All hard drives must be imaged using industry-standard forensic software (e.g., EnCase, FTK, or dd) to capture all data, including unallocated space, deleted files, and slack space.
2. **Suspension of Deletion:** You must immediately suspend all routine data destruction, auto-deletion policies, and "recycling" of hardware.
3. **Chain of Custody:** A formal chain of custody log must be maintained for each device from the moment of imaging through the duration of this dispute.
4. **Metadata Preservation:** All files must be preserved in their native format to ensure that system metadata (creation dates, last modified dates, author information) remains intact.

Scope of Data:

This preservation request includes, but is not limited to: source code, design documents, trade secrets, confidential client lists, emails, instant messages, and logs of file transfers or external USB device usage occurring between [Start Date] and the present.

Please confirm in writing by [Insert Date] that you have taken the necessary steps to image the requested drives and that a litigation hold has been formally implemented.

Failure to preserve this evidence may result in legal sanctions, including but not limited to, an adverse inference instruction or monetary penalties for spoliation of evidence.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]

[Contact Information]