

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

[City, State, Zip Code]

## **RE: LEGAL NOTICE TO PRESERVE EVIDENCE AND NOTICE OF SPOILIATION**

Dear [Recipient Name],

This letter serves as a formal demand for the preservation of all relevant electronic evidence regarding [Case Name/Reference Number]. We have reason to believe that your organization is in possession of electronically stored information (ESI) that is critical to this matter.

Specifically, we demand the immediate **forensic imaging** of the following hardware:

- [Describe Hard Drive/Serial Number]
- [Describe Laptop/Workstation Model]
- [Describe Server/Cloud Storage Volume]
- [Describe Mobile Device/Tablet]

To ensure the integrity of this evidence, you are instructed to:

- Cease all routine data destruction, overwriting, or automated deletion protocols.
- Refrain from "scrubbing," defragmenting, or running cleanup utilities on the identified drives.
- Ensure that forensic images are created using bit-stream copies (physical images) that capture all data, including unallocated space, slack space, and deleted files.
- Maintain a full chain of custody for all hardware and resulting image files.

Failure to preserve this evidence may result in a claim of spoliation. In such an event, we will seek all available legal remedies, including but not limited to, a request for an adverse inference jury instruction, monetary sanctions, and the striking of pleadings.

Please confirm in writing within [Number] days that the identified hardware has been secured and forensic imaging has commenced.

Sincerely,

[Your Name]

[Your Title/Law Firm]

[Phone Number]

[Email Address]