

DATE: [Date]

TO: [Name of Recipient/Legal Counsel]

[Company Name]

[Address]

[City, State, Zip Code]

RE: EVIDENCE PRESERVATION ORDER - FORENSIC DISK IMAGING

Dear [Name],

This letter serves as a formal demand for the immediate preservation of all electronic data and physical hardware related to [Case Name/Reference Number].

As an independent forensic expert, I hereby request that you take the following actions to ensure the integrity of the digital evidence:

1. Suspension of Routine Data Destruction: Immediately cease all automated or manual deletion, overwriting, defragmentation, or "scrubbing" of hard drives, solid-state drives (SSDs), and server storage media.

2. Forensic Imaging Requirement: All relevant hard drives must be preserved via a bit-stream forensic image. This image must capture:

- Active files and folders.
- Deleted files and file fragments.
- Unallocated space and slack space.
- System metadata and hidden partitions.

3. Chain of Custody: A formal chain of custody log must be maintained for each piece of hardware. This log should record the make, model, serial number, and the identity of the individual performing the imaging.

4. Specific Hardware to be Preserved:

- [Description of Laptop/Desktop/Server 1]
- [Description of Laptop/Desktop/Server 2]
- [External Media/USB Drives]

5. Verification: All forensic images must be verified using industry-standard hashing algorithms (MD5 or SHA-1/SHA-256) to ensure the copy is an exact bit-for-bit duplicate of the original source.

Failure to preserve this data may result in a claim of spoliation of evidence, which may lead to legal sanctions or adverse inferences in court. Please confirm in writing within [Number] hours that these preservation measures have been implemented.

Sincerely,

[Your Name]

[Title/Expert Credentials]

[Company Name]

[Phone Number]

[Email Address]