

URGENT LEGAL NOTICE: FORMAL DEMAND FOR PRESERVATION OF EVIDENCE

To: [Name of Recipient/IT Director/Legal Counsel]

Company: [Name of Organization]

Address: [Physical Address]

Date: [Current Date]

RE: Notice of Pending Litigation and Demand for Forensic Image Preservation

Dear [Recipient Name],

This letter serves as a formal demand for the immediate preservation of all electronic data and digital storage media related to [Briefly Describe Subject Matter/Case Name]. We intend to seek an emergency injunction to ensure the integrity of this evidence.

Specifically, you are directed to create and preserve verified, bit-by-bit forensic images (physical "mirror images") of the following devices:

- Hard drives and Solid State Drives (SSDs) located in [Specific Desktop/Laptop Name or Serial Number].
- All network server volumes utilized by [Employee Name/Department].
- External storage media, including USB drives and portable hard drives.
- Virtual machine environments and cloud storage accounts associated with [Account Name].

Technical Preservation Requirements:

In performing this preservation, you must take immediate steps to prevent the destruction, alteration, or overwriting of data. This includes:

1. Suspending all routine data deletion, recycling, or "scrubbing" protocols.
2. Discontinuing the use of the targeted devices to prevent metadata alteration or file overwriting.
3. Ensuring forensic images include "slack space" and "unallocated space."
4. Maintaining a strict Chain of Custody log for each device.

Failure to comply with this preservation demand may result in legal sanctions for spoliation of evidence, including evidentiary shifts or monetary penalties during the forthcoming injunction proceedings.

Please confirm in writing by [Time/Date] that the requested forensic images have been secured and are being held in a tamper-proof environment.

Sincerely,

[Your Name]

[Your Title/Law Firm]

[Your Contact Information]