

URGENT LEGAL NOTICE: FORMAL DEMAND FOR PRESERVATION OF EVIDENCE

To: [Name of Defendant/Company Representative]
[Company Name]
[Address]
[City, State, Zip Code]

Date: [Current Date]

RE: Notice of Potential Class Action and Requirement for Forensic Imaging

Dear [Name of Contact],

Please be advised that [Law Firm Name] represents [Lead Plaintiff Name] and a proposed class of similarly situated individuals in connection with [Brief Description of Claims, e.g., Data Breach or Consumer Fraud].

You are hereby directed to take immediate action to preserve all electronically stored information (ESI) and physical hardware relevant to this matter. This includes, but is not limited to, the creation of forensic "mirror images" (bit-stream images) of all hard drives, servers, and storage media that contain or contained data related to [Specific System or Time Period].

I. Scope of Preservation

You are required to preserve all data on the following devices:

- Internal and external hard drives used by [List Specific Key Employees/Departments].
- Network servers, including backup tapes and cloud storage environments.
- Mobile devices, tablets, and laptops issued to employees involved in [Specific Event].
- Log files, metadata, and deleted file fragments.

II. Forensic Requirements

Standard "copying" or "dragging and dropping" files is insufficient. You must utilize a qualified forensic expert to ensure:

- The capture of unallocated space and slack space.
- The preservation of all original metadata (MAC dates).
- The maintenance of a formal chain of custody.
- The suspension of all automated data destruction, "recycling," or "scrubbing" software.

III. Failure to Comply

Failure to maintain these records in their original forensic state may constitute spoliation of evidence. Such failure may result in legal sanctions, including but not limited to, adverse inference instructions or monetary penalties imposed by the court.

Please confirm in writing within [Number] business days that the requested forensic images have been secured.

Sincerely,

[Your Name]

[Your Title]

[Law Firm Name]