

DATE: [Date]

TO: [Name of IT Director/Custodian of Records]
[Target Company Name]
[Address]

RE: NOTICE OF REQUIREMENT FOR FORENSIC HARD DRIVE IMAGE PRESERVATION

Dear [Name],

In connection with the pending acquisition of [Target Company Name] by [Acquiring Company Name], you are hereby formally instructed to preserve and create forensic images of the hard drives and electronic storage media identified below.

1. Scope of Preservation

You are required to capture "bit-stream" forensic images (mirror images) of all data storage devices utilized by the following key personnel and departments:
[List Names/Departments, e.g., CEO, CFO, R&D Department]

2. Media Types

This preservation mandate includes, but is not limited to:

- Laptop and desktop hard drives (HDD and SSD)
- External backup drives and thumb drives
- Local server drives containing departmental files
- Mobile devices (if used for company business)

3. Forensic Requirements

To ensure the integrity of the data for due diligence and potential regulatory review, the imaging process must:

- Capture all latent data, including unallocated space, deleted files, and slack space.
- Utilize write-blocking hardware to prevent any alteration of the original media.
- Generate MD5 or SHA-256 hash values to verify the authenticity of the copies.
- Maintain a formal chain of custody log for each device imaged.

4. Suspension of Routine Destruction

You are directed to immediately suspend any automated data deletion, hardware recycling, or "scrubbing" protocols that may affect the devices listed above.

5. Delivery

Upon completion, the forensic images and associated hash reports should be encrypted and delivered to [Name of Legal Counsel/Audit Firm] via [Secure Method] no later than [Deadline Date].

Failure to comply with this preservation request may result in significant legal consequences or the termination of the merger agreement. Please acknowledge receipt of this letter and confirm that the preservation process has commenced.

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Acquiring Company Name]