

URGENT LEGAL MATTER: NOTICE TO PRESERVE EVIDENCE

DATE: [Date]

TO:

[Cloud Storage Vendor Name]
[Legal Department / Custodian of Records]
[Address]
[City, State, Zip Code]

VIA: [Certified Mail / Email / Process Server]

RE: Notice of Anticipated Subpoena and Requirement to Preserve Records

To the Custodian of Records,

Please be advised that [Your Name/Company Name] anticipates serving a subpoena upon [Cloud Storage Vendor Name] in connection with a pending legal matter titled [*Case Name*], currently docketed as [*Case Number*] in the [*Court Name*].

This letter serves as a formal demand for the preservation of all Electronically Stored Information (ESI) and physical records associated with the following account(s):

- **Account Name/Subscriber:** [Name of individual or entity]
- **Account Email/Username:** [Email address or User ID]
- **Associated Domain:** [If applicable, e.g., @company.com]
- **Relevant Time Period:** From [Start Date] to [End Date/Present]

Scope of Preservation:

You are requested to take all necessary steps to prevent the deletion, destruction, overwriting, or modification of the following data:

1. All files and folders stored in the account, including original metadata (creation dates, modification dates, and authorship).
2. Deleted files currently residing in "trash," "recycle bin," or "recovery" folders.
3. System logs, access logs, and IP login history for the specified account.
4. Collaboration data, including shared links, permissions history, and comments.
5. Any backup tapes or archival storage containing the aforementioned data.

Suspension of Routine Destruction:

We request that you immediately suspend any automated deletion policies, "auto-shredding," or routine data rotation schedules that may impact the records identified above.

Please confirm in writing within [Number] business days that you have implemented a preservation hold on these accounts. If you require further identification or a specific legal

process (such as a formal subpoena or court order) to continue holding this data, please notify the undersigned immediately.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Law Firm]

[Your Phone Number]

[Your Email Address]