

URGENT LEGAL MATTER: DATA PRESERVATION NOTICE

TO: [Name of Managed Service Provider]

ATTN: Legal Department / Compliance Officer

DATE: [Date]

RE: Notice of Anticipated Subpoena and Requirement to Preserve Records

Dear [Name of Contact Person],

This letter serves as a formal notice to [Name of MSP] ("the Company") regarding anticipated litigation involving [Name of Client/Subject]. We reasonably anticipate that a subpoena will be issued to your company for the production of electronic records and data.

Pursuant to your obligations under applicable law and to prevent the spoliation of evidence, you are hereby directed to take immediate steps to preserve all electronic information, metadata, and physical records related to the following account(s):

- **Client Name:** [Client Name]
- **Account Number/Identifier:** [Account Number]
- **Date Range:** From [Start Date] to [End Date/Present]

Scope of Preservation:

The data to be preserved includes, but is not limited to:

- All email communications (including headers, attachments, and deleted items).
- Server logs, access logs, and IP address history.
- Cloud storage files, database snapshots, and backups.
- Administrative records, service contracts, and billing information.
- Instant messages, VoIP logs, and collaboration tool data (e.g., Slack, Teams).
- Security logs and firewall records.

Suspension of Deletion Protocols:

You are requested to immediately suspend all automated data destruction, rotation of backup tapes, or "auto-delete" policies that may affect the data described above. Failure to preserve this information may result in legal sanctions.

Confidentiality:

We request that you maintain the confidentiality of this notice and refrain from notifying the account holder regarding this preservation request until further notice, unless required by law.

Please confirm receipt of this letter and provide written assurance that the necessary litigation holds have been implemented.

Sincerely,

[Your Name]

[Your Title]

[Law Firm/Organization Name]

[Contact Information]