

SENT VIA EMAIL AND CERTIFIED MAIL

Date: [Date]

To:

[Name of Recipient/Legal Counsel]

[Company Name]

[Address]

[City, State, Zip Code]

[Email Address]

RE: LEGAL PRESERVATION DEMAND - Website Source Code, Data, and Analytics

Dear [Name],

This letter serves as a formal demand for the preservation of all evidence related to the website(s) located at [Insert Domain URL(s)]. You are hereby directed to take immediate steps to prevent the deletion, alteration, overwriting, or destruction of all source code, analytics data, and related digital records.

This demand includes, but is not limited to, the following categories of data currently in your possession, custody, or control:

- **Source Code:** All versions of HTML, CSS, JavaScript, PHP, Python, SQL databases, and any other backend or frontend code, including version control history (e.g., Git repositories).
- **Analytics Data:** All raw and processed data from platforms such as Google Analytics, Adobe Analytics, or proprietary tracking tools, including traffic logs, user behavior metrics, and conversion data.
- **Server Logs:** All access logs, error logs, and activity logs originating from the hosting environment.
- **Content and Assets:** All text, images, videos, and metadata published on the site or stored in the Content Management System (CMS).
- **Third-Party Integrations:** API keys, tracking pixels, and data shared with third-party marketing or functional plugins.

You are instructed to suspend any automated deletion policies, "data scrubbing" routines, or server rotations that might result in the loss of this information. Failure to preserve this evidence may result in legal sanctions for spoliation of evidence.

Please confirm in writing within [Number] business days that you have taken the necessary steps to sequester and preserve these materials.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]