

Date: [Insert Date]

To: [Insert Name of Recipient/Department]

[Insert Company Name]

[Insert Address]

Subject: Formal Notice for Preservation of Backend Source Code and Databases

Dear [Insert Name],

This letter serves as a formal request to ensure the immediate preservation and retention of all backend source code, application logic, and database records associated with the following project/system: **[Insert Project Name/System ID]**.

Specifically, you are instructed to prevent the deletion, modification, or overwriting of the following assets:

- **Source Code:** All backend repositories, version control history (Git/SVN), configuration files, API documentation, and deployment scripts.
- **Databases:** All production and staging database instances, including schemas, stored procedures, triggers, and full data backups.
- **Server Environments:** Logs, container images (Docker), and environment variables necessary for the functional recreation of the system.

Please confirm that all automated cleanup scripts, data retention policies, or scheduled deletions affecting these assets have been suspended. These materials must be maintained in their current state until further notice.

Failure to preserve this data may result in [Insert Consequence, e.g., legal action, breach of contract, or project failure].

Please acknowledge receipt of this letter and confirm that the preservation hold has been implemented by [Insert Deadline Date].

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Your Organization]