

DATE: [Insert Date]

TO:

[Name of Developer/Agency Contact]

[Name of Development Firm]

[Address]

[City, State, Zip Code]

RE: FORMAL NOTICE TO PRESERVE ELECTRONIC EVIDENCE AND SOURCE CODE

Dear [Developer Name],

This letter serves as a formal demand for [Development Firm Name] to preserve all source code, data, and electronic records relating to the development, maintenance, and hosting of [Project Name/Website URL] (the "Project").

Until further notice, you are requested to take all necessary steps to prevent the deletion, overwriting, modification, or destruction of the following materials:

- All versions of source code (including raw code, libraries, and dependencies);
- Version control history and repositories (e.g., Git, SVN logs);
- Database schemas, structures, and stored procedures;
- Configuration files and environment settings;
- Documentation, comments, and change logs;
- Written or electronic communications regarding project specifications or modifications.

Please ensure that all automated deletion routines, "recycling" of storage media, or routine data purging processes affecting the Project are immediately suspended. This preservation obligation extends to data stored on local servers, cloud-based environments, and any offline backups.

Please acknowledge receipt of this letter in writing within [Number] business days and confirm that the requested data has been secured.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]