

Date: [Insert Date]

TO:

[Name of Recipient/Legal Department]

[Company Name]

[Address]

[City, State, Zip Code]

RE: LEGAL NOTICE TO PRESERVE EVIDENCE AND SOURCE CODE

Dear [Name of Recipient],

This letter serves as a formal demand for the preservation of all relevant evidence, including but not limited to website source code, scripts, databases, and digital assets, currently or formerly associated with the website located at [Insert Website URL].

We have reason to believe that the aforementioned materials contain intellectual property belonging to [Your Name/Company Name]. Specifically, this includes:

- Front-end source code (HTML, CSS, JavaScript).
- Back-end server-side scripts and logic.
- Database schemas and proprietary data structures.
- Version control history (e.g., Git repositories, logs).
- Development environments and server configurations.

You are hereby instructed to take immediate action to prevent the deletion, overwriting, alteration, or destruction of any electronic data related to the development and hosting of this website. This preservation obligation extends to all backups, archive tapes, and metadata.

Failure to maintain this evidence may result in legal action and may lead to a court imposing sanctions for the spoliation of evidence.

Please confirm in writing within [Number] business days that you have implemented a litigation hold and have taken the necessary steps to preserve the requested source code and data.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]