

URGENT LEGAL MATTER: NOTICE TO PRESERVE EVIDENCE

Date: [Insert Date]

To: [Name of Recipient/Entity]

[Address]

[City, State, Zip Code]

RE: Notice to Preserve Source Code, Analytics, and Proprietary Information

Dear [Name of Contact Person],

This letter serves as a formal demand for [Company Name] to preserve all documents, data, and electronic information related to [Briefly describe the trade secret or project, e.g., Project X Analytics Engine].

You are hereby directed to take immediate action to prevent the deletion, destruction, alteration, or overwriting of the following materials:

- **Source Code:** All versions of source code, including repositories (Git, SVN, etc.), commit histories, branches, and documentation related to [Project Name].
- **Analytics Data:** All raw data, processed datasets, algorithms, machine learning models, and training logs associated with the proprietary analytics processes.
- **Access Logs:** Records of all system access, logins, file transfers, and downloads related to the servers or cloud environments where the source code is hosted.
- **Communication:** All emails, instant messages, and internal communications (Slack, Teams, etc.) regarding the development, use, or transfer of the trade secrets.
- **Hardware and Storage:** All physical drives, cloud storage accounts, and employee devices that have contained or accessed the proprietary information.

This preservation obligation applies to all information currently in your possession, custody, or control, including data held by third-party vendors or contractors. You are required to suspend any automated deletion policies or routine data "scrubbing" that may impact the materials listed above.

Failure to comply with this notice may result in legal sanctions, including but not limited to, an inference by a court that the destroyed evidence was unfavorable to your position.

Please confirm in writing within [Number] business days that you have taken the necessary steps to implement a legal hold on these materials.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]
[Your Contact Information]