

URGENT LEGAL MATTER: NOTICE TO PRESERVE EVIDENCE

Date: [Insert Date]

To: [Cloud Hosting Provider Name]
Attn: Legal Department / Custodian of Records
[Address]
[City, State, Zip Code]

RE: Formal Notice to Preserve Electronic Records and Data

Dear Custodian of Records,

This letter serves as a formal request to preserve all electronic data, metadata, and records associated with the following account/website hosted on your infrastructure:

- **Website Domain(s):** [e.g., www.example.com]
- **Account Number/ID:** [Insert if known]
- **Associated Email Address:** [Insert if known]
- **IP Address(es):** [Insert if known]

Relevant data to be preserved includes, but is not limited to:

- All website content, including files, scripts, and databases.
- Server logs, access logs, and error logs.
- Account registration details, billing records, and payment history.
- Communication logs between the account holder and your support staff.
- Backup files and snapshots of the server environment.

Please take immediate steps to ensure that the data listed above is not deleted, overwritten, or modified. This includes suspending any automated deletion policies or routine data purging that may affect this account.

We request that these materials be preserved until further notice or until a formal subpoena is issued. Please acknowledge receipt of this letter and confirm that the preservation hold has been implemented.

Sincerely,

[Your Name/Law Firm Name]
[Your Title]
[Your Phone Number]
[Your Email Address]