

URGENT LEGAL MATTER: NOTICE TO PRESERVE EVIDENCE

Date: [Insert Date]

To: [Name of Vendor Contact]
[Vendor Company Name]
[Vendor Address]
[City, State, Zip Code]

RE: Notice of Breach of Contract and Formal Demand for Website Data Preservation

Dear [Contact Name],

This letter serves as formal notice that [Your Company Name] considers [Vendor Company Name] to be in material breach of the [Name of Agreement] dated [Date of Agreement] regarding the management and hosting of [Website URL].

The specific nature of the breach includes, but is not limited to: [Briefly list breach, e.g., unauthorized downtime, data loss, failure to provide deliverables].

In light of this breach and potential upcoming legal action, you are hereby formally directed to preserve all electronic data, documents, and communications related to our website and our business relationship. This preservation requirement includes, but is not limited to:

- All website source code, scripts, and database files.
- All server logs, access logs, and error logs.
- All backups, snapshots, and version history of the website.
- All internal and external communications (emails, Slack logs, project management notes) regarding our account.
- Account credentials, API keys, and administrative access records.
- Billing records and service level agreement (SLA) monitoring reports.

You must take immediate steps to ensure that no such data is deleted, overwritten, altered, or destroyed, including the suspension of any automated data deletion or "recycling" policies currently in place.

Failure to comply with this preservation request may result in legal sanctions for spoliation of evidence.

Please confirm in writing within [Number] business days that you have received this notice and have implemented the necessary data preservation measures.

Sincerely,

[Your Signature]
[Your Printed Name]

[Your Title]
[Your Company Name]