

URGENT LEGAL NOTICE: NOTICE TO PRESERVE EVIDENCE

Date: [Date]

To: [Name of Recipient/Company Representative]
[Company Name]
[Address]
[City, State, Zip Code]

Re: Formal Demand for Preservation of Source Code and Server Logs

Dear [Name],

This letter serves as a formal demand for the preservation of all electronic evidence related to [Briefly describe the matter/dispute/incident]. This demand is made to prevent the spoliation of evidence that is relevant, or likely to lead to the discovery of admissible evidence, in potential or pending litigation.

You are hereby directed to immediately suspend all routine deletion, overwriting, or automated "cleanup" processes that may affect the following categories of electronic data:

1. **Source Code:** All versions of the source code for [Product/Service Name], including but not limited to, version control history (e.g., Git, SVN logs), build scripts, configuration files, comments, and developer documentation from [Start Date] to the present.
2. **Server Logs:** All server-side logs including, but not limited to, access logs, error logs, security logs, application logs, and database transaction logs related to [Server Name/URL] for the period of [Date Range].
3. **Database Records:** All database snapshots, backups, and structural schemas associated with the aforementioned application or service.
4. **Communication:** All internal and external communications (emails, Slack messages, Jira tickets) regarding the development, deployment, or modification of the source code mentioned above.

Failure to comply with this preservation demand may result in severe legal sanctions, including but not limited to, evidentiary or terminating sanctions, and a "spoliation instruction" to a jury regarding an adverse inference based on the destruction of evidence.

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/Law Firm]
[Phone Number]
[Email Address]