

URGENT: LEGAL HOLD NOTICE

Date: [Insert Date]

To: [Client Name]
[Client Address]

Re: Formal Instruction to Preserve Voicemail Evidence

Dear [Client Name],

In connection with [Case Name/Matter Description], this letter serves as a formal instruction to preserve all voicemail messages that may be relevant to this matter.

Electronically stored information, including voicemails, is considered discoverable evidence. To ensure compliance with your legal obligations, you must take the following steps immediately:

- **Do Not Delete:** Do not delete any voicemails currently saved on your mobile device, office phone, or cloud storage related to [Specific Parties or Dates].
- **Disable Auto-Delete:** If your service provider or device is set to automatically delete old voicemails after a certain period, you must disable this feature immediately.
- **Backup Recordings:** If possible, record the voicemails using a secondary device or export the audio files to a secure computer folder or cloud drive.
- **Protect Metadata:** Do not alter the recordings or the timestamps associated with them.
- **Hardware Preservation:** If the voicemails are stored locally on a specific phone or SIM card, ensure that device is kept in a safe place and not reset or discarded.

Failure to preserve this evidence could result in court-ordered sanctions or a negative impact on the outcome of your case. This preservation obligation is ongoing until you are notified otherwise in writing by this firm.

Please confirm via email that you have received these instructions and have taken the necessary steps to secure these recordings.

Sincerely,

[Attorney/Firm Name]
[Contact Information]