

SENT VIA CERTIFIED MAIL AND EMAIL

DATE: [Insert Date]

TO:

[Name of Employer/Company]

[Name of Registered Agent or HR Director]

[Company Address]

[City, State, Zip Code]

RE: LEGAL LITIGATION HOLD AND NOTICE TO PRESERVE EVIDENCE

Dear [Name of Contact Person],

This letter serves as a formal demand for the preservation of all potential evidence related to the employment of [Your Name or Plaintiff Name] with [Company Name].

In anticipation of legal action regarding [Briefly state claim, e.g., wrongful termination, harassment, or unpaid wages], you are hereby directed to immediately cease any routine deletion or overwriting of data and to preserve all voicemail communications from [Start Date] to the present.

Specifically, you must preserve:

- All voicemail messages left by [Your Name] on company-owned hardware or software.
- All voicemail messages left for [Your Name] by any employee, supervisor, or manager.
- All voicemail recordings, including audio files (WAV, MP3, etc.) stored on mobile phones, desk phones, or cloud-based PBX systems.
- All "Voicemail-to-Email" notifications and transcripts.
- All metadata associated with these recordings, including timestamps, caller ID information, and duration.

Failure to maintain this evidence may result in legal sanctions for spoliation of evidence. This demand applies to all devices, including company-issued cell phones, personal devices used for work purposes (BYOD), and third-party VOIP service providers.

Please acknowledge receipt of this letter in writing and confirm that a litigation hold has been placed on the requested electronic records.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]