

Date: [Insert Date]

To: [Name of Recipient/Record Custodian]

Department: [Insert Department Name]

Organization: [Insert Organization Name]

Address: [Insert Address]

RE: FORMAL NOTICE TO PRESERVE TRIAL RECORDS AND EVIDENCE

Case Name: [Insert Case Name]

Case Number: [Insert Case Number/Reference Number]

Trial Dates: [Insert Start Date] to [Insert End Date]

Dear [Recipient Name],

This letter serves as a formal referral and request for the immediate preservation of all records, documents, and electronically stored information (ESI) related to the above-referenced trial.

Please ensure that all materials including, but not limited to, the following are flagged for permanent retention and protected against deletion or destruction:

- Official trial transcripts and court reporter notes.
- All admitted exhibits (physical and digital).
- Evidence marked for identification but not admitted.
- Audio and video recordings of the proceedings.
- Written motions, briefs, and judicial orders.
- Jury instructions and verdict forms.
- Correspondence between counsel and the court regarding this matter.

This preservation requirement is ongoing and applies to all records generated during the trial phase. These materials are essential for [State Reason: e.g., Pending Appeal, Post-Conviction Relief, Internal Audit].

Please confirm in writing that a litigation hold has been placed on these records and provide an estimated timeline for the compilation of the formal record.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Role]

[Your Contact Information]