

To: [Name of IT Department/Forensic Consultant/Service Provider]

From: [Your Name/Department]

Date: [Date]

Subject: Formal Instruction for Deleted Email Recovery and Analysis

Dear [Recipient Name],

This letter serves as a formal instruction to initiate the recovery and forensic analysis of deleted electronic communications from the following account(s):

- **User Name:** [Name of Account Holder]
- **Email Address:** [Email Address]
- **Time Period for Recovery:** [Start Date] to [End Date]

Scope of Work:

You are requested to perform the following actions:

1. Identify and recover deleted emails, including attachments and metadata, within the specified timeframe.
2. Examine mail server logs, backup tapes, and local archives (PST/OST files) for traces of deleted items.
3. Analyze the recovered data for [Specific Keywords or Subject Matter].
4. Perform a timeline analysis to determine when specific items were deleted and from which device.

Preservation of Evidence:

Please ensure that all recovery efforts are conducted using industry-standard forensic protocols to maintain the chain of custody and prevent any alteration of metadata. Provide a detailed report of your findings upon completion.

Confidentiality:

All data recovered and analyzed during this process must be treated as strictly confidential and shared only with authorized personnel.

Please acknowledge receipt of these instructions and provide an estimated timeline for the completion of this task.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Organization]