DATE: [Insert Date]

TO: [Insert Name of Records Custodian]
[Insert Department/Organization]
[Insert Address]

RE: FORMAL NOTICE TO PRESERVE EVIDENCE (LEGAL HOLD)

Dear [Insert Name of Records Custodian],

This letter serves as a formal instruction to preserve and maintain all records, data, and evidence related to [Insert Case Name, Reference Number, or Description of Incident].

You are hereby instructed to immediately suspend any routine deletion, overwriting, or destruction policies regarding the following categories of information:

- Electronic communications (emails, instant messages, and text messages).
- Physical files, paper documents, and handwritten notes.
- System logs, metadata, and server backups.
- Video surveillance footage and audio recordings.
- Database records and electronic spreadsheets.
- [Insert any other specific category of evidence].

The duty to preserve applies to all records created or received between [Insert Start Date] and [Insert End Date/Present].

Failure to preserve these records may result in a claim of **spoliation of evidence**, which can lead to severe legal sanctions, including adverse evidentiary inferences and monetary penalties. You are directed to ensure that all relevant hardware and storage media are secured and that no modifications are made to the original files.

Please provide written confirmation that this hold has been implemented and that all relevant personnel have been notified.

Sincerely,

[Your Name]
[Your Title/Law Firm]
[Your Contact Information]