DATE: [Insert Date]

TO: [Insert Name of Recipient/Department]
[Insert Company Name]
[Insert Address]

RE: LEGAL HOLD NOTICE / INSTRUCTION TO PRESERVE EVIDENCE

Dear [Insert Name],

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

In anticipation of legal proceedings, you are required to take all necessary steps to prevent the deletion, destruction, alteration, or disposal of any relevant information. This preservation obligation applies to both physical and electronic data, regardless of its location or storage format.

Scope of Preservation:

The evidence to be preserved includes, but is not limited to:

- Electronic mail (emails) and attachments;
- Text messages, instant messages, and voicemails;
- Hard drives, servers, and cloud storage files;
- Physical documents, handwritten notes, and paper files;
- System logs, metadata, and database records;
- Audio and video recordings, including CCTV footage.

Suspension of Routine Disposal:

Please immediately suspend any automated deletion policies, "auto-shred" functions, or routine document destruction schedules that may affect the materials described above. Failure to preserve this evidence may result in legal sanctions or adverse consequences in court.

Duration:

This preservation hold shall remain in effect until you receive written notice that the matter is resolved or that the hold has been released.

Please acknowledge receipt of this letter and confirm that the necessary steps have been taken to secure all relevant evidence.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Organization]