

[Your Name/Law Firm]  
[Address]  
[City, State, Zip Code]  
[Email]  
[Phone Number]

[Date]

[Opposing Counsel Name]  
[Law Firm]  
[Address]  
[City, State, Zip Code]

**RE: [Case Name / Case Number] - Meet and Confer Regarding Spoliation of Electronic Communications**

Dear [Opposing Counsel Name],

I am writing to meet and confer regarding [Defendant/Plaintiff]'s failure to preserve and produce relevant electronic communications, specifically [list specific platforms, e.g., text messages, Slack channels, or personal emails].

Based on [cite evidence, deposition testimony, or gaps in production], it appears that relevant Electronically Stored Information (ESI) has been deleted or destroyed after the duty to preserve arose on [Date]. Specifically, we have identified the following deficiencies:

- [Description of missing communication/data set #1]
- [Description of missing communication/data set #2]
- [Failure to suspend auto-delete functions/Failure to issue litigation hold]

As you are aware, a party has a duty to preserve evidence when it reasonably anticipates litigation. The loss of these communications is highly prejudicial to our client's case. We request that you immediately provide a detailed explanation regarding:

1. The date the litigation hold was formally issued to the relevant custodians.
2. The steps taken to prevent the automated deletion of the communications identified above.
3. Whether any forensic recovery efforts have been initiated to retrieve the missing data.

Please let us know by [Date/Time] if you are available for a telephonic conference to resolve this matter. If we cannot reach a resolution regarding the restoration of this data or an appropriate stipulation, we will be forced to seek relief from the Court, including a motion for sanctions and an adverse inference instruction pursuant to [Applicable Rule of Civil Procedure].

I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]