DATE: [Date]

TO: [Name of Recipient/Legal Counsel]
[Company Name]
[Address]
[City, State, Zip Code]

RE: NOTICE OF PRESERVATION OF EVIDENCE AND ELECTRONICALLY STORED INFORMATION (ESI)

Dear [Name],

This letter serves as a formal notice to [Company Name/Recipient Name] to preserve all documents, data, and tangible things that are relevant to the following matter: [Insert Case Name/Description of Dispute].

This preservation notice includes, but is not limited to, the following categories of Electronically Stored Information (ESI):

- Emails and all attachments;
- Internal and external instant messages or chat logs (e.g., Slack, Teams, WhatsApp);
- Word processing documents, spreadsheets, and presentations;
- Calendar entries and contact lists;
- Database records and metadata;
- Social media content and web browser history;
- Voicemails and video recordings.

You are requested to immediately suspend all procedures regarding the recycling, overwriting, or destruction of storage media (including hard drives, servers, mobile devices, and cloud storage) that may contain relevant information. This include any "auto-delete" or "purging" functions currently active on your systems.

Failure to maintain this evidence may result in legal sanctions, including an adverse inference instruction or monetary penalties for the spoliation of evidence.

Please confirm receipt of this letter and provide written assurance that the necessary steps have been taken to preserve the requested information.

Sincerely,

[Your Name]
[Your Title]
[Your Law Firm/Company Name]