URGENT: LEGAL PRESERVATION NOTICE

DATE: [Date]

TO:
[Name of Individual/Registered Agent]
[Company Name]
[Address]
[City, State, Zip Code]

RE: Notice of Duty to Preserve Evidence regarding [Case Name/Reference Number]

Dear [Name of Contact],

This letter serves as formal notice to [Company Name] regarding pending litigation involving [Briefly Describe Subject Matter]. You are hereby directed to preserve all documents, data, and tangible things that are potentially relevant to this matter.

The duty to preserve includes, but is not limited to, the following categories of information:

- Electronic communications (Emails, internal chats, and text messages);
- Financial records, invoices, and accounting data;
- Contracts, agreements, and drafts;
- Personnel files and internal memos;
- Electronic metadata and server logs.

You must immediately take steps to ensure that no data is deleted, overwritten, or destroyed. This includes suspending any "auto-delete" policies or routine data purging practices currently in place on your systems.

Failure to maintain this evidence may result in legal sanctions for spoliation of evidence. Please acknowledge receipt of this letter and confirm that you have initiated a legal hold within [Number] business days.

Sincerely,

[Your Name]
[Your Title]
[Law Firm/Company Name]
[Phone Number]
[Email Address]