

URGENT LEGAL MATTER: NOTICE TO PRESERVE EVIDENCE

Date: [Insert Date]

To:

[Name of Third Party Organization/Individual]

[Address]

[City, State, Zip Code]

Attn: [Legal Department / Custodian of Records]

Re: Notice of Evidence Preservation Regarding [Case Name or Description of Incident]

Dear [Name of Contact Person or Department],

Please be advised that [Your Name/Client Name] is involved in a legal dispute or investigation regarding [Briefly describe the incident or matter]. We believe that you or your organization are in possession of documents, electronically stored information (ESI), and other physical evidence that are relevant to this matter.

This letter serves as a formal demand for you to preserve all evidence in your possession, custody, or control related to the following:

- **Relevant Time Period:** [Start Date] to [End Date/Present].
- **Subject Matter:** [Detailed description of the specific topics or events].
- **Key Individuals:** [Names of specific employees or parties involved].
- **Types of Evidence:** Including but not limited to emails, text messages, internal memos, CCTV footage, log files, financial records, and metadata.

Failure to maintain this evidence may result in legal consequences, including claims for spoliation of evidence. We request that you immediately suspend any routine deletion, overwriting, or destruction policies that may affect the records described above.

Please acknowledge receipt of this letter in writing and confirm that you have taken the necessary steps to implement a litigation hold on these materials.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]

[Your Phone Number]

[Your Email Address]