

URGENT: LEGAL HOLD / NOTICE TO PRESERVE RECORDS

DATE: [Insert Date]

TO: [Insert Name of Recipient/Department]

FROM: [Insert Name of Sender/Legal Counsel]

SUBJECT: Formal Notice of Data Preservation

1. PURPOSE

This notice is to formally instruct you to preserve and retain all documents, data, and electronic information related to [Insert Project Name, Legal Matter, or Subject Description]. You are required to suspend any routine deletion, overwriting, or destruction of records relevant to this matter immediately.

2. SCOPE OF PRESERVATION

The scope of this preservation notice includes, but is not limited to, the following materials created or received between [Start Date] and [End Date/Present]:

- Emails, instant messages, and internal chat logs.
- Hard copy files, folders, and handwritten notes.
- Spreadsheets, presentations, and word processing documents.
- Financial records, invoices, and transaction logs.
- Database entries and cloud-based storage files.
- Voice messages and video recordings.

3. ELECTRONIC DATA PROCEDURES

You must take immediate steps to ensure that "auto-delete" or "recycling" functions are disabled for the relevant accounts. Do not attempt to alter, organize, or compress original electronic files, as this may change critical metadata.

4. DURATION OF HOLD

This preservation hold remains in effect until you receive a formal written release from [Insert Department/Name]. Failure to comply with this notice may result in legal sanctions or disciplinary action.

5. ACKNOWLEDGMENT

Please acknowledge receipt of this notice by signing below and returning a copy to [Insert Email Address] by [Insert Deadline Date].

Recipient Signature

Date