

To: [Name of IT Manager / System Administrator / Custodian]

From: [Name of Investigator / Legal Counsel / Compliance Officer]

Date: [Insert Date]

Subject: URGENT: NOTICE OF EVIDENCE PRESERVATION - INTERNAL DATA BREACH INVESTIGATION

Dear [Name],

This letter serves as a formal notice to preserve all documents, data, and electronic information related to a potential internal data breach identified on [Date]. A formal investigation is now underway regarding [Brief Reference/Incident Case Number].

Effective immediately, you are required to suspend all routine data deletion, overwriting, or recycling practices for the following systems and accounts:

- **Affected Systems:** [List specific servers, databases, or cloud environments]
- **Relevant Personnel:** [List names or departments involved]
- **Date Range:** Data spanning from [Start Date] to [End Date/Present]
- **Data Types:** Email logs, system access logs, file transfer records, web history, and any modified or deleted files.

Please ensure that all physical hardware, including laptops, external drives, and mobile devices assigned to the individuals mentioned above, are secured and not altered. Do not run any cleanup utilities or defragmentation tools on these systems.

This preservation obligation is ongoing. You will be notified in writing when this hold is lifted. Failure to comply with this request may result in the loss of critical evidence and potential legal or disciplinary action.

Please confirm receipt of this notice and provide a brief summary of the steps taken to secure this data by [Time/Date].

Regards,

[Signature]

[Typed Name]

[Title/Department]