

SENT VIA ELECTRONIC CHANNELS / PLATFORM MESSAGING

DATE: [Insert Date]

TO: The individual(s) operating the account/username: [Insert Username/Handle]

RE: NOTICE OF INTENT TO SUBPOENA AND LEGAL FORMAL NOTICE

This letter serves as formal notice regarding your recent and ongoing conduct directed at [Your Name/Company Name] on [Platform Name, e.g., Twitter, Instagram, Reddit].

Your actions, including but not limited to [list specific actions, e.g., defamatory statements, harassment, disclosure of private information], constitute a violation of [state local laws or platform terms of service]. Your behavior has caused documented harm, including [mention damages, e.g., emotional distress, reputation damage, financial loss].

LEGAL ACTION NOTICE:

Please be advised that legal counsel has been retained to identify the person(s) behind the anonymous account(s) mentioned above. We are prepared to file a "John Doe" lawsuit in [Insert Jurisdiction/Court Name].

As part of this litigation, we will issue subpoenas to [Platform Name] and your Internet Service Provider (ISP) to obtain your:

- Legal name and physical address;
- IP addresses used to access the account;
- Email addresses associated with the account;
- Registration logs and telephone numbers.

PRESERVATION OF EVIDENCE:

You are hereby directed to cease and desist all harassing activity immediately. Furthermore, you are legally required to preserve all records, electronically stored information (ESI), and devices related to these postings. Deleting content or accounts now may be considered spoliation of evidence, which carries severe legal penalties.

DEMAND FOR RESOLUTION:

To avoid the commencement of formal legal proceedings and the service of subpoenas, you must take the following actions within [Number, e.g., 24 or 48] hours:

1. Permanently delete all defamatory or harassing posts regarding [Your Name/Company Name].
2. Cease all direct and indirect contact with the undersigned.
3. Issue a private/public retraction if requested.

Failure to comply will result in immediate legal escalation without further notice.

Govern yourself accordingly.

Sincerely,

[Your Name]

[Your Contact Information]