[Sender Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Custodian of Records]
[Telecommunications Company Name]
[Legal Department/Subpoena Compliance Address]
[City, State, Zip Code]

RE: LETTER OF REPRESENTATION AND PRESERVATION NOTICE

To the Custodian of Records,

Please be advised that this office represents [Client Full Name] regarding [Matter/Case Number]. This letter serves as formal notice of our representation.

We hereby request the preservation of all records, data, and metadata associated with the following account(s) for the period of [Start Date] to [End Date]:

- **Subscriber Name:** [Name]
- **Account Number:** [Number]
- **Phone Number(s):** [Phone Number(s)]
- **IMEI/MEID:** [Device Identifier, if known]

This request includes, but is not limited to: subscriber information, call detail records (CDRs), SMS/MMS content and logs, data usage logs, cell site location information (CSLI), and billing statements.

Please ensure that no data subject to this request is deleted, overwritten, or modified. We are in the process of obtaining the necessary [Subpoena/Court Order/Client Consent] to facilitate the production of these records and will serve it upon you shortly.

Please acknowledge receipt of this letter and confirm that a litigation hold has been placed on the requested data.

Sincerely,

[Signature]
[Printed Name]
[Title]