DATE: [Insert Date]

TO:
Data Custodian / Legal Response Management
[Insert Social Media Platform Name]
[Insert Platform Address or Legal Department Email]

RE: LETTER OF REPRESENTATION AND NOTICE TO PRESERVE EVIDENCE

Dear Data Custodian,

Please be advised that [Insert Law Firm Name/Attorney Name] represents [Insert Client Name] regarding a legal matter involving the following account(s) on your platform:

- **Username/Handle:** [Insert @Username]
- **Account URL:** [Insert URL]
- **Associated Email/Phone:** [Insert if known]

This letter serves as formal notice of our representation. We hereby demand that [Insert Social Media Platform Name] take all necessary steps to preserve and maintain all data, records, and electronically stored information (ESI) related to the aforementioned account(s) from [Insert Start Date] to the present.

Preservation should include, but is not limited to:

- Profile information and account metadata;
- Public and private posts, including deleted content;
- Direct messages (DMs) and chat logs;
- IP logs, login history, and location data;
- Photos, videos, and media uploads.

Please direct all future correspondence regarding this matter to the undersigned. We will follow up with the necessary legal process (subpoena or court order) to obtain specific records as required by law.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Law Firm Name]
[Your Phone Number]
[Your Email Address]