

DATE: [Insert Date]

TO: [Client Name]
[Client Address]
[City, State, Zip Code]

RE: LEGAL NOTICE - FORMAL REQUEST TO PRESERVE SOCIAL MEDIA EVIDENCE

Dear [Client Name],

In connection with your legal matter regarding [Case Description/Name], this letter serves as a formal instruction to preserve all potentially relevant evidence contained within your social media accounts.

1. DO NOT DELETE: You are instructed not to delete, hide, or alter any posts, photos, videos, messages (including direct messages), comments, or status updates on platforms including but not limited to Facebook, Instagram, X (Twitter), LinkedIn, TikTok, Snapchat, or WhatsApp.

2. DISABLE AUTO-DELETE: If you have "disappearing messages" or "auto-delete" features enabled on any messaging app, you must disable these settings immediately.

3. DO NOT CLOSE ACCOUNTS: Do not deactivate or delete your social media accounts. Doing so could be interpreted by the court as "spoliation of evidence," which may result in severe legal penalties or the dismissal of your case.

4. PRIVACY SETTINGS: Do not change your privacy settings from "public" to "private" or vice versa without first consulting this office, as changing metadata or accessibility may be viewed as tampering.

5. SCOPE OF PRESERVATION: This request covers all content from [Start Date] to the present. This includes content you have posted, content you are tagged in, and private communications related to the facts of your case.

Failure to follow these instructions could significantly harm your legal position. If you have questions about whether a specific post or message is relevant, please contact our office before taking any action.

Sincerely,

[Your Name/Law Firm Name]
[Phone Number]
[Email Address]