

URGENT LEGAL MATTER: NOTICE TO PRESERVE EVIDENCE

Date: [Insert Date]

To: [Opposing Party Name / Legal Counsel Name]

Address: [Insert Address]

RE: [Insert Case Name or Matter Reference Number]

Dear [Insert Name],

This letter serves as a formal demand for the preservation of all electronically stored information (ESI) and social media data related to [Insert Name of Individual/Entity]. This request is made in anticipation of litigation regarding [Insert Brief Description of Dispute].

You are hereby directed to take immediate steps to prevent the deletion, alteration, or destruction of all content on the following platforms: [List platforms, e.g., Facebook, Instagram, Twitter/X, LinkedIn, TikTok, etc.].

The scope of this preservation request includes, but is not limited to:

- Profile information and account history;
- Public and private posts, status updates, and "stories";
- Photographs, videos, and live streams;
- Direct messages (DMs), private messages, and chat logs;
- Comments, replies, likes, and reactions;
- Location data and check-ins;
- Deleted content currently stored in "trash" or "recently deleted" folders;
- Metadata associated with any of the above items.

Please ensure that all automated deletion settings, "disappearing message" features, or account deactivation protocols are suspended immediately. Failure to preserve this evidence may result in legal sanctions for spoliation of evidence.

Please confirm in writing by [Insert Date] that you have taken the necessary steps to comply with this preservation demand.

Sincerely,

[Your Name / Law Firm Name]

[Your Title]

[Phone Number]

[Email Address]