

URGENT LEGAL MATTER: NOTICE TO PRESERVE EVIDENCE

TO: [Custodian of Records / Legal Department]

ENTITY: [Social Media Platform Name, e.g., Meta Platforms, Inc.]

ADDRESS: [Platform Legal Address]

RE: PRESERVATION OF ELECTRONICALLY STORED INFORMATION (ESI)

Subject User/Account Information:

Account Name/Handle: [Username/URL]

Email Address: [Associated Email]

Phone Number: [Associated Phone]

User ID: [Numerical ID if known]

Relevant Date Range: [Start Date] to [End Date]

Dear Custodian of Records,

Pursuant to applicable law, this letter serves as a formal request for the preservation of all records, data, and electronically stored information (ESI) associated with the account(s) identified above. This request is made in anticipation of litigation regarding [Brief Description of Matter, e.g., Civil Action No. XXXXXX].

You are requested to take immediate steps to ensure that the following data is not deleted, overwritten, or modified:

- Account profile information and registration history;
- All posts, status updates, and shared content (including those deleted or hidden);
- Private messages, direct messages (DMs), and chat logs;
- Photos, videos, and audio files uploaded or tagged;
- Metadata, including IP logs, login/logout timestamps, and location data;
- Friend lists, followers, following, and contact information;
- Activity logs and administrative records.

This preservation request applies to all information currently in your possession, custody, or control, regardless of whether such data is currently accessible to the user on the platform interface.

Please confirm receipt of this letter and provide the internal reference number assigned to this preservation request. If you require further information or a formal subpoena to continue the preservation beyond the initial period, please notify the undersigned immediately.

Sincerely,

[Your Name/Law Firm Name]

[Your Title]

[Phone Number]
[Email Address]