

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE OF SPOILIATION AND DEMAND FOR PRESERVATION OF SOCIAL MEDIA EVIDENCE

Dear [Recipient Name],

Please be advised that [Your Client's Name] is involved in a legal matter regarding [Brief Description of Incident/Dispute, e.g., the motor vehicle accident occurring on Date]. You are hereby formally notified that you have a legal obligation to preserve all evidence, including electronically stored information (ESI), related to this matter.

This demand specifically includes, but is not limited to, the preservation of all content on the following social media platforms: [List Platforms, e.g., Facebook, Instagram, X/Twitter, LinkedIn, TikTok, Snapchat].

You are instructed to preserve the following data from [Start Date] to the present:

- Status updates and timeline posts;
- Photos, videos, and "stories" (including metadata);
- Private messages, direct messages (DMs), and chat logs;
- Check-ins and location data;
- Comments, "likes," and interactions with other users;
- Account profile information and activity logs.

DO NOT delete, alter, hide, de-identify, or "archive" any content. Do not change privacy settings to restrict access to existing content, and do not deactivate or delete any accounts. Failure to comply with this notice may result in severe legal sanctions, including evidentiary or terminating sanctions and claims for spoliation of evidence.

Please acknowledge receipt of this letter in writing within [Number] days.

Sincerely,

[Your Signature]

[Your Printed Name]