

[Date]

[Recipient Name/Legal Department]

[Social Media Platform Name, e.g., Facebook, Instagram, TikTok]

[Company Address]

[City, State, Zip Code]

RE: NOTICE TO PRESERVE EVIDENCE

To Whom It May Concern,

This letter serves as a formal notice to preserve all information and data associated with the social media account(s) identified below. This information is relevant to a pending personal injury legal matter.

Account Information:

- **Account Holder Name:** [Name]
- **Username/URL:** [Username or Profile Link]
- **Email Associated with Account:** [Email Address]
- **Relevant Date Range:** [Start Date] to [Present/End Date]

Please take immediate steps to preserve all data, including but not limited to:

- Profile information, status updates, and "wall" posts;
- Photographs, videos, and "stories" (including metadata);
- Private messages and chat logs;
- Location data and check-ins;
- Deleted content or hidden posts within the specified timeframe;
- Log-in records and IP address history.

Do not delete, alter, or allow the destruction of any data related to this account. We intend to seek this information through formal discovery or subpoena. Please confirm receipt of this notice and that the requested information has been placed on a litigation hold.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Law Firm Name, if applicable]

[Your Phone Number]

[Your Email Address]