

URGENT LEGAL MATTER: NOTICE TO PRESERVE EVIDENCE

Date: [Insert Date]

To:

[Legal Department / DMCA Agent Name]

[Social Media Platform Name]

[Platform Address]

Re: Preservation of Evidence Relating to Intellectual Property Infringement

Infringing Account/URL: [Insert Link to Profile or Post]

Username: [Insert Handle/Username]

User ID (if known): [Insert ID]

Dear Custodian of Records,

This letter serves as a formal request to preserve all evidence, data, and information related to the account and specific content identified above. We have a good faith belief that the content hosted on your platform constitutes an infringement of [My/Our Client's] intellectual property rights, specifically [Copyright/Trademark/Patent] registration number [Insert Number, if applicable].

Specifically, we request that you take all necessary steps to preserve the following information for the period of [Insert Date Range]:

- All profile information and account registration data (names, email addresses, IP logs, and phone numbers).
- All infringing posts, images, videos, and captions (including deleted content if available).
- All metadata associated with the infringing content (upload dates, timestamps, and geolocation data).
- Direct messages or communications related to the infringing activity.
- Payment or monetization records associated with the account.

Please ensure that all such data is maintained in its original electronic format and is protected from deletion, overwriting, or modification. This request is made in anticipation of litigation regarding the unauthorized use of intellectual property.

Please confirm receipt of this letter and that the requested information has been placed on a legal hold.

Sincerely,

[Your Name / Legal Representative Name]

[Your Company Name]

[Your Address]

[Your Phone Number]
[Your Email Address]