

**SENT VIA EMAIL AND CERTIFIED MAIL**

Date: [Insert Date]

To: [Insert Full Name of Recipient]  
[Insert Address]  
[Insert Email Address]

**RE: LEGAL NOTICE TO PRESERVE EVIDENCE REGARDING DEFAMATORY CONTENT**

Dear [Recipient Name],

This letter serves as a formal notice to preserve all evidence related to potential legal claims for defamation arising from content posted on [Insert Social Media Platform, e.g., Facebook, Twitter, Instagram] via the account(s) [Insert Account Handles/Usernames].

We believe that statements published on or about [Insert Date] regarding [Insert Subject Name] are false, defamatory, and have caused significant harm. You are hereby directed to preserve and retain all documents, data, and electronic information related to this matter, including but not limited to:

- The original posts, comments, and replies in their entirety.
- All edited versions or history of the posts.
- Metadata associated with the posts (IP addresses, timestamps, and geolocation data).
- Metrics related to the reach of the posts (shares, likes, views, and engagement statistics).
- All private messages, direct messages (DMs), or emails discussing the subject matter or the creation of the posts.
- Any photographs, videos, or audio recordings related to the claims made.

Do not delete, alter, hide, or destroy any of the aforementioned data. This includes a "litigation hold" on any automated deletion settings or archiving features on your social media accounts and devices.

Failure to comply with this notice may result in legal sanctions for "spoliation of evidence," which can include adverse evidentiary inferences or monetary penalties should litigation proceed.

Please acknowledge receipt of this letter in writing within [Insert Number, e.g., 3] business days and confirm that the requested evidence has been preserved.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Contact Information]