

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Social Media Company Name]

[Attn: Legal Department / Custodian of Records]

[Address]

[City, State, Zip Code]

**RE: FORMAL NOTICE TO PRESERVE EVIDENCE AND ELECTRONICALLY
STORED INFORMATION (ESI)**

Target Account: [Username / Profile URL / Account ID]

Associated Email/Phone: [If known]

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

To the Legal Department,

This letter serves as a formal notice to preserve all evidence and electronically stored information (ESI) related to the account(s) identified above. Litigation is currently pending or reasonably anticipated regarding [Briefly describe the matter, e.g., a motor vehicle accident, employment dispute, or defamation claim] occurring on or about [Date].

Pursuant to your obligations under applicable law, you are hereby requested to take all necessary steps to prevent the deletion, destruction, or alteration of data associated with this account, including but not limited to:

- Profile information, historical identifiers, and contact details.
- All posts, status updates, and shared content (including deleted posts).
- Photographs, videos, and stories (including metadata and "live" broadcasts).
- Private messages, direct messages (DMs), and chat logs.
- Check-ins, location data, and IP login logs.
- Friend lists, follower/following lists, and group memberships.
- Activity logs, comments, and interactions with other users.

Please ensure that all automated deletion features or "auto-purge" functions for this account are suspended immediately. This request covers data stored on your primary servers, backup systems, and offline archives.

A formal subpoena or court order will follow in due course. In the meantime, please confirm receipt of this letter and verify that the data has been preserved.

Sincerely,

[Signature]

[Printed Name]

[Title]