

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name/Legal Department]

[Cloud Service Provider Name]

[Provider Address]

[City, State, Zip Code]

RE: LEGAL PRESERVATION DEMAND - ACCOMPANIMENT TO SUBPOENA [Case Number]

To the Legal Department of [Cloud Service Provider Name],

Enclosed please find a subpoena issued in the matter of *[Case Name/Caption]*. This letter serves as a formal demand for the immediate preservation of all electronically stored information (ESI) and data associated with the following account(s):

- **Account User Name:** [User Name]
- **Associated Email(s):** [Email Addresses]
- **Account ID/Unique Identifier:** [Identifier if known]
- **Relevant Date Range:** [Start Date] to [End Date]

Pursuant to your legal obligations, you are required to take all necessary steps to prevent the deletion, overwriting, modification, or destruction of data stored on your servers or cloud infrastructure. This preservation request includes, but is not limited to:

- Email communications (including attachments, drafts, and deleted items);
- Cloud storage files (documents, photos, videos, and archived folders);
- Activity logs, IP login history, and connection metadata;
- Social media content and private messages;
- Administrative or diagnostic records related to the account.

Please ensure that any automated data retention policies, "auto-delete" functions, or routine server recycling processes are suspended for the aforementioned accounts immediately. This data must be maintained in its original native format with all associated metadata intact.

Please confirm receipt of this letter and the enclosed subpoena. If you have any questions regarding the scope of this request, please contact me directly at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]