

**[Date]**

**[Client Name]**

[Client Address]

[City, State, Zip Code]

**Re: Preservation Directive - Ephemeral Messaging Applications**

Dear **[Client Contact Person]**,

This letter serves as a formal directive to preserve all data and communications related to **[Matter Name/Case Number]**. Specifically, this directive applies to "ephemeral" messaging applications including, but not limited to, **[Signal, WhatsApp, Telegram, Wickr, Slack]**, and any other platform utilized by your employees or agents that features auto-delete or self-destructing message settings.

To ensure compliance with legal preservation obligations, please take the following immediate actions:

- **Disable Auto-Delete:** Instruct all relevant personnel (list attached as Exhibit A) to immediately disable any "disappearing messages," "disappearing threads," or "auto-delete" timers within these applications.
- **Suspend Deletion Policies:** Suspend any automated data retention or destruction policies that may affect these applications or the devices on which they are installed.
- **Prevent Device Clearing:** Ensure that mobile devices, tablets, and workstations containing these applications are not wiped, factory reset, or replaced until further notice.
- **Cloud Backups:** Ensure that any available cloud-based backups for these messaging services are secured and not overwritten.

Failure to preserve these communications may result in severe legal sanctions, including evidentiary or monetary penalties. Please confirm in writing by **[Date]** that these preservation measures have been implemented.

If you have any questions regarding the technical steps required to comply with this directive, please contact our office immediately.

Sincerely,

**[Your Name/Law Firm Name]**