

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

VIA [Certified Mail / Email / Process Server]

Legal Department / Custodian of Records

[Messaging Application Company Name]

[Address]

[City, State, Zip Code]

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

Dear Custodian of Records,

This letter serves as a formal demand for the preservation of all records, data, and electronically stored information (ESI) related to the accounts identified below. This request is made in anticipation of litigation or in connection with pending matter: [Case Name and Docket Number].

### **I. IDENTIFIED ACCOUNTS**

Please preserve all data associated with the following identifiers:

- Account Username(s): [Usernames]
- Registered Phone Number(s): [Phone Numbers]
- Registered Email Address(es): [Email Addresses]
- User ID/UID: [Unique Identifiers if known]
- Date Range: From [Date] to [Date/Present]

### **II. SCOPE OF PRESERVATION**

The preservation request includes, but is not limited to:

- Subscriber information (name, address, billing info, IP logs).
- Content of all messages (text, audio, and video).
- Ephemeral or "disappearing" messages, including those marked for deletion but still residing on servers or backups.
- Multimedia files (photos, videos, voice notes, and documents).
- Metadata (timestamps, sender/recipient info, read receipts, and location data).
- Contact lists, group memberships, and "stories" or status updates.

### **III. SUSPENSION OF DELETION ROUTINES**

You are hereby requested to immediately suspend any automated deletion, purging, or

"scrubbing" routines that would result in the destruction of the aforementioned data. Failure to preserve this information may result in legal sanctions or claims of spoliation of evidence.

**IV. DURATION**

This preservation request shall remain in effect until a formal subpoena or court order is issued, or until you are notified in writing that the preservation is no longer required.

Please confirm receipt of this letter and provide a reference number for this preservation request.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Firm]