

URGENT LEGAL MATTER: NOTICE TO PRESERVE EVIDENCE

DATE: [Date]

TO: [Name of Individual/Entity]

ADDRESS: [Address]

RE: Preservation of Ephemeral Messaging and Mobile Device Data

Dear [Name of Recipient],

This letter serves as a formal notice to preserve all potentially relevant information, documents, and electronically stored information (ESI) regarding [Description of Subject Matter/Legal Case].

Specifically, you are required to take immediate steps to prevent the deletion or destruction of data contained within any mobile devices and ephemeral messaging applications used by [Specific Individuals] during the period of [Start Date] to [End Date].

1. Ephemeral Messaging Applications: You must immediately disable all "auto-delete," "disappearing message," "burn-on-read," or "ephemeral" settings on applications including, but not limited to:

- Signal
- Telegram
- WhatsApp
- Snapchat
- Wickr
- Confide
- Slack (Private Channels/DMs)
- [Other relevant apps]

2. Mobile Device Data: You are directed to preserve all data on smartphones, tablets, and other mobile hardware, including:

- SMS and MMS text messages
- Call logs and voicemail recordings
- Contact lists and calendar entries
- Location data and GPS history
- Cloud-based backups (e.g., iCloud, Google Drive)

3. Suspension of Routine Destruction: You must immediately suspend any routine data deletion, recycling of hardware, or automated purging of backups that would result in the loss of the information described above.

Failure to comply with this preservation notice may result in legal sanctions, including evidentiary or terminating sanctions for spoliation of evidence.

Please confirm in writing by [Deadline Date] that you have taken the necessary steps to comply with this request.

Sincerely,

[Your Name]

[Your Title/Law Firm]

[Your Contact Information]