

**PRIVILEGED AND CONFIDENTIAL
SUBJECT TO JOINT DEFENSE AGREEMENT**

DATE: [Date]

TO: [Name of Counsel/Party]

ADDRESS: [Address]

RE: Preservation of Data from Ephemeral Messaging Applications

Dear [Name],

This letter is sent pursuant to the Joint Defense Agreement ("JDA") entered into between [Party A] and [Party B] dated [Date of JDA] regarding [Case Name/Matter Description].

In light of the ongoing [Litigation/Investigation], this notice serves as a formal request to ensure the preservation of all potentially relevant communications conducted via ephemeral messaging applications. This includes, but is not limited to: Signal, WhatsApp, Telegram, Wickr, Slack, and WeChat.

To comply with preservation obligations and to protect the interests of the joint defense, please take the following immediate steps:

- **Disable Auto-Delete:** Disable all "disappearing message," "burn on read," or "auto-delete" settings for any individual or group chats related to the subject matter of this defense.
- **Suspend Routine Deletion:** Suspend any automated data retention policies that would result in the deletion of messaging application data, including backups and metadata.
- **Imaging and Backups:** Ensure that mobile devices used for professional communications are backed up in a manner that captures encrypted messaging databases.
- **Notice to Custodians:** Formally notify all relevant employees, officers, or agents (custodians) of their specific duty to preserve communications within these applications.

The scope of this preservation request includes all messages, attachments, voice memos, and metadata associated with these platforms from [Start Date] to the present.

Please acknowledge receipt of this letter and confirm that the necessary preservation steps have been implemented within your organization.

Sincerely,

[Your Name]

[Your Law Firm/Company]

Counsel for [Party Name]