

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

VIA CERTIFIED MAIL / RETURN RECEIPT REQUESTED

Legal Department / Custodian of Records

[Telecommunications Provider Name]

[Provider Address]

[City, State, Zip Code]

**RE: NOTICE OF ANTICIPATED SUBPOENA AND FORMAL REQUEST FOR PRESERVATION OF RECORDS**

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 account(s) identified below. A subpoena for these records is forthcoming in connection with [Case Name/Reference Number], currently pending or anticipated in [Jurisdiction].

**Subject Account Information:**

Account Holder Name: [Name]

Telephone Number(s): [Phone Number(s)]

Account Number (if known): [Account Number]

Date Range: From [Start Date] to [End Date/Present]

**Records to be Preserved:**

Please take all necessary steps to prevent the deletion, overwriting, or destruction of the following:

- Subscriber information, including name, billing address, and credit card/payment details.
- Call Detail Records (CDRs) including originating and terminating numbers, date, time, and duration.
- Text message (SMS/MMS) logs and content (where available).
- Cell site location information (CSLI) and GPS data.
- Internet Protocol (IP) address logs and connection timestamps.
- Data usage logs and history.
- Voicemail recordings or transcripts.

Please ensure that any automated deletion or "recycling" policies are suspended immediately for the data associated with this account. This preservation request remains in effect until a subpoena is served or until you are notified in writing that the records are no longer required.

Please confirm receipt of this letter and that the records have been placed on a legal hold.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Firm Name]