

URGENT LEGAL MATTER: NOTICE TO PRESERVE EVIDENCE

DATE: [Date]

TO:

[Social Media Platform Name]
Legal Department / Custodian of Records
[Platform Address]

RE: Notice of Anticipated Subpoena and Request for Formal Preservation of Records

TARGET ACCOUNT(S):

User Name: [User Name]
User ID/URL: [Profile URL]
Associated Email/Phone: [Known Contact Info]

Dear Custodian of Records,

This letter serves as a formal request to preserve all records and data related to the account(s) identified above. This request is made in anticipation of a subpoena to be issued in connection with [Case Name/Reference Number], currently pending or anticipated in [Jurisdiction/Court Name].

Pursuant to 18 U.S.C. § 2703(f), you are requested to take all necessary steps to prevent the deletion, destruction, or modification of all electronic data related to the target account(s) from [Start Date] to the present, including but not limited to:

- Subscriber information (name, address, length of service, IP addresses, payment methods).
- All profile content, including private and public posts, photos, and videos.
- Direct messages (DM), private messages, and chat logs (including deleted messages).
- Metadata, timestamps, and location data associated with all activity.
- Connection logs and login/logout history.
- Friends lists, followers, and following lists.

Please ensure this data is preserved in its original electronic form. This preservation request should remain in effect for 90 days, or until a formal subpoena is served, whichever occurs first. Please confirm receipt of this request and provide the internal case or reference number assigned to this preservation matter.

Sincerely,

[Your Name]
[Your Title/Law Firm]
[Your Phone Number]
[Your Email Address]