

[Sender Name/Law Firm]  
[Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Legal Department/Registered Agent Name]  
[Electronic Communications Provider Name]  
[Address]  
[City, State, Zip Code]

## **RE: FORMAL NOTICE TO PRESERVE ELECTRONIC EVIDENCE AND RECORDS**

Dear Custodian of Records,

This letter serves as a formal request to preserve all documents, data, and electronically stored information (ESI) related to the account(s) identified below. We anticipate issuing a subpoena for these records in connection with a pending or contemplated legal matter: [Case Name/Reference Number].

### **Account Information:**

- **Subscriber Name:** [Name]
- **Account ID/Username:** [User ID]
- **Email Address/Phone Number:** [Reference Info]
- **Relevant Time Period:** 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 identification, billing records, and contact information.
- Connection logs, IP addresses, and time stamps.
- Communication content (emails, direct messages, attachments).
- Metadata associated with any of the above.
- Stored files and cloud data.

Please suspend any automated deletion or data retention policies that may result in the loss of this information. You are requested to maintain these records until a subpoena is served or until further notice from this office.

Please confirm receipt of this letter and that the requested hold has been placed on the account(s).

Sincerely,

[Signature]

[Printed Name]

[Title]