

[Your Name/Organization Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name/Web Hosting Provider]

[Address]

[City, State, Zip Code]

RE: Formal Notice for Preservation of Website Revision History and Metadata

Dear [Recipient Name],

This letter serves as a formal request to preserve all electronic data, revision histories, and metadata associated with the website located at the following URL: **[Insert Website URL]**.

Specifically, we request the immediate preservation of the following information from [Start Date] to [End Date/Present]:

- Full version history and all previous revisions of web pages.
- Complete metadata for all files, including creation dates, last modified dates, and author information.
- Server logs, access logs, and IP address logs related to site updates.
- Database backups and snapshots representing the state of the site at specific points in time.
- All media files (images, videos, documents) and their associated properties.
- Records of administrative changes, including user permissions and change logs.

Please ensure that no automated data deletion, overwriting, or routine "purging" processes affect the data described above. This preservation should include data stored on primary servers, backup systems, and offline storage media.

Please acknowledge receipt of this letter in writing and confirm that the requested data has been secured for preservation.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]