

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

VIA [Certified Mail / Email]

[Name of Legal Department/Compliance Officer]

[Telecommunications Provider Name]

[Provider Address]

[City, State, Zip Code]

RE: FORMAL NOTICE TO PRESERVE EVIDENCE

Dear Custodian of Records,

This letter serves as a formal demand for the preservation of all records and data related to the following account(s) and/or device(s):

- **Subscriber Name:** [Name]
- **Phone Number(s):** [Phone Number(s)]
- **Account Number:** [Account Number, if known]
- **Relevant Date Range:** [Start Date] to [End Date]

In anticipation of litigation, you are required to take immediate steps to ensure that all potentially relevant information is preserved and not deleted, overwritten, or modified. This request includes, but is not limited to, the following:

1. Call Detail Records (CDRs) including originating and terminating numbers, date, time, and duration of calls.
2. Text message (SMS) and multimedia message (MMS) logs and content (where available).
3. Cell site location information (CSLI) and GPS data.
4. Internet Protocol (IP) address logs and connection timestamps.
5. Subscriber information, including billing records, payment methods, and alternate contact information.
6. Device identifiers such as IMEI, IMSI, or ESN numbers.
7. Voicemail recordings or transcripts.

Please ensure that all automated deletion policies for these specific records are suspended immediately. Failure to preserve this evidence may result in legal sanctions for spoliation of evidence.

Please confirm receipt of this letter and provide a confirmation that the requested data has been placed on a legal hold.

Sincerely,

[Your Signature]

[Your Printed Name]