

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

[Date]

[Recipient Name, e.g., Custodian of Records]
[Service Provider/Company Name]
[Street Address]
[City, State, Zip Code]

RE: EVIDENCE PRESERVATION DEMAND - URGENT

Target Account: [Account Holder Name]

Phone Number: [Phone Number associated with account]

Account Number: [If known]

Time Period: [Start Date] to [End Date]

To Whom It May Concern,

This letter serves as a formal demand for the preservation of all electronic evidence and records related to the account identified above. This request is made in anticipation of litigation in the matter of [Case Name/Number].

You are hereby directed to take immediate steps to prevent the deletion, overwriting, or destruction of the following data:

- All recorded voicemail messages (including saved, deleted, and archived messages).
- Voicemail transcripts or speech-to-text translations.
- Call detail records (CDR) including timestamps, duration, and originating/terminating numbers.
- Metadata associated with the voicemail files.
- Subscriber information and account logs.

Please ensure that all automated deletion processes or "auto-purge" settings for this account are suspended immediately. This preservation demand remains in effect until a formal subpoena or discovery request is served, or until this matter is resolved.

Failure to preserve this evidence may result in legal sanctions for spoliation of evidence.

Please confirm receipt of this letter and verify that the requested data has been placed on a preservation hold.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]