

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Opposing Party Name or Opposing Counsel Name]
[Address]
[City, State, Zip Code]

RE: Notice of Preservation of Evidence - [Case Name / Case Number]

Dear [Name],

This letter serves as a formal request for the preservation of all electronically stored information (ESI) and tangible evidence relevant to the ongoing family law matter between [Party Name] and [Party Name].

Specifically, you are directed to preserve and maintain the following items in their original native format:

- All voicemail messages received from or sent to [Party Name] from [Start Date] to the present.
- All digital audio recordings of conversations, whether recorded via cell phone, handheld recorder, or computer software.
- All metadata associated with said audio files, including timestamps, file sizes, and duration.
- All call logs and history records from mobile or landline devices.

You are hereby instructed to take immediate steps to prevent the deletion, overwriting, or destruction of these records. This includes disabling any automated deletion settings or "auto-cleanup" functions on mobile devices, cloud storage accounts (e.g., iCloud, Google Drive), and voicemail systems.

Failure to preserve this evidence may result in legal sanctions, including an application to the court for an adverse inference instruction or monetary penalties.

Please confirm in writing within [Number] days that you have taken the necessary steps to secure and preserve these records.

Sincerely,

[Your Signature]

[Your Printed Name]