

To: [Platform Name - e.g., Facebook, Instagram, Google]

From: [Full Legal Name]

Date: [Current Date]

Subject: Letter of Instruction for Social Media Account Preservation

To whom it may concern,

I, [Full Legal Name], am the owner of the following account on your platform:

- **Username/Handle:** [Username]
- **Associated Email Address:** [Email Address]
- **Profile URL:** [Link to Profile]

In the event of my death or permanent incapacity, I hereby authorize [Full Name of Designated Person], reachable at [Contact Email/Phone Number], to act as my designated representative regarding this account.

I request that the following action be taken (check one):

- ☐ **Memorialize:** Please convert the account to a memorialized state to preserve existing content while preventing further logins.
- ☐ **Data Download and Deletion:** Please allow my representative to download a copy of my data and subsequently delete the account.
- ☐ **Immediate Deletion:** Please permanently delete the account and all associated data upon verification of my passing.

I understand that your platform may require a formal death certificate or legal documentation to verify my status before these instructions are executed. My designated representative is authorized to provide such documentation on my behalf.

Thank you for your assistance in ensuring my digital legacy is handled according to my wishes.

Sincerely,

[Signature]

[Printed Name]

[Phone Number]