

Date: [Insert Date]

To: [Name of Fiduciary/Executor/Family Member]

Subject: Instructions for Social Media and Digital Asset Preservation

Dear [Name],

I am writing this letter to provide you with instructions regarding the management and preservation of my digital footprint and electronic assets in the event of my death or incapacity.

1. Digital Asset Inventory

I maintain accounts with the following service providers:

- **Email:** [e.g., Gmail, Outlook]
- **Social Media:** [e.g., Facebook, Instagram, LinkedIn, X]
- **Cloud Storage:** [e.g., iCloud, Google Drive, Dropbox]
- **Financial/Crypto:** [e.g., PayPal, Coinbase, Online Banking]

2. Access Information

Information regarding usernames and passwords can be found in my password manager or the secure location described below:

[Insert Location or Instructions, e.g., "My LastPass Emergency Access" or "The blue folder in my safe"]

3. Specific Instructions for Social Media

- **Facebook:** [Choose one: Memorialize my account / Permanently delete my account]
- **Instagram:** [Choose one: Memorialize my account / Permanently delete my account]
- **LinkedIn:** [Choose one: Close the account / Keep profile active for professional legacy]

4. Digital Content Preservation

I wish for my digital photographs and personal documents stored in [Service Name] to be downloaded and transferred to [Name of Recipient] before any accounts are closed.

5. Digital Devices

Passcodes for my smartphone, tablet, and computer are located at: [Insert Location]. Please ensure the data is backed up before attempting any factory resets.

6. Legal Authority

I authorize [Name] to act as my agent regarding these digital assets, as permitted under the Revised Uniform Fiduciary Access to Digital Assets Act (RUFADAA) or equivalent local legislation.

Sincerely,

[Your Signature]

[Your Printed Name]