

[legal name and address of service provider]

ATTN: Custodian of Records
By facsimile to [fax number]

RE: Request for Preservation of Records under 18 U.S.C. §2703(f)

To Whom It May Concern:

Pursuant to 18 United States Code §2703(f), this letter is a formal request for the preservation of all records and other evidence in your possession regarding the following [subscriber name and/or mobile telephone number] [e-mail address] [screen name] for the time period stated:

[cut out this line and all that do not apply]

TARGET NUMBER(S): [(xxx) xxx-xxxx]
SUBSCRIBER: [subscriber name]
E-MAIL ACCOUNT: [subscriber name]
SCREEN NAME: [subscriber name]
TIME PERIOD: [date to date, if applicable]

You are hereby requested to preserve, for a period of 90 days, the records described below currently in your possession, including records stored on backup media, in a form that includes the complete record. You are also requested not to disclose the existence of this request to the subscriber or any other person, other than as necessary to comply with this request. If compliance with this request may result in a permanent or temporary termination of service to the account described below, or otherwise alert the subscriber or account use of these accounts as to your actions to preserve the referenced files and records, please contact me as soon as possible and before taking any such actions.

This preservation request applies to the following records and evidence:
[this is designed for mobile phones and information service providers - cut out anything that does not apply]

1. All stored electronic communications and other files reflecting communications to or from the requested account; and

2. All records and other evidence relating to the subscriber(s), customer(s), account holder(s), or other entity(ies) associated with the requested account including, without limitation, subscriber names, user names, screen names or other identities, mailing addresses, residential addresses, business addresses, e-mail addresses and other contact information, telephone numbers or other subscriber number or identity, billing records, information about the length of service and the types of services the subscriber or customer utilized, and any other identifying information, whether such records or other evidence are in electronic or other form; and
3. All connection logs and records of user activity for the requested account, including:
 - i. Connection date and time;
 - ii. Disconnection date and time;
 - iii. Method of connection (i.e. telnet, ftp, http);
 - iv. Data transfer volume;
 - v. User name associated with the connection and other connection information, including the Internet Protocol address of the source of the connection;
 - vi. Telephone caller identification records; and
 - vii. Connection information for other computers to which the use of the above-referenced accounts connected, by any means, during the connection period, including the destination IP address, connection time and date, disconnect time and date, method of connection to the destination computer, the identities (account and screen names) and subscriber information, if known, for any person or entity to which such connection information relates, and all other information related to the connection from ISP or its subsidiaries.
4. Any other records and other evidence relating to the requested account. Such records and other evidence include, without limitation, correspondence and other records of contact by any person or entity about the above-referenced account, the content and connection logs associated with or relating to postings, communications, and any other activities to or through the requested account, whether such records or other evidence are in electronic or other form.

Thank you for your time and attention to this request. If you have any questions, please contact me at [insert contact number].

Sincerely,

[agent]