

SAMPLE LETTER OF PRESERVATION FOR CELL SERVICE PROVIDERS

Based on the different retention periods of Cellular Service Providers, the following sample information should be provided on your letterhead to the appropriate company to ensure the required data is retained until the Court order or subpoena can be served:

(DATE)

AT&T – National Compliance
Custodian of Records
11760 US Highway One
North Palm Beach, FL 33408
(800) 635-6840 Main
(248) 552-1764 Fax (Subpoenas)
(888) 938-4715 Fax (Court Orders/Search Warrants)

Re: Preservation Request

Docket No.

(Provide you capacity and brief description of the circumstances of the case) We will be requesting **telephone records, text message content, and cell tower information** that we believe will provide important evidence related to our case. **We are sending this notice to request the records be preserved and held before they are lost and cannot be recovered.** A Subpoena will follow within 90 days.

Please contact me immediately at (###) ###-#### if these records are no longer available or if there are any other problems.

- **CELLULAR TELEPHONE NUMBER:** (###) ###-####
- **TIME PERIOD REQUESTED:** *Specify date range*

We will be requesting:

- **Subscriber billing and account information – to include the ESN, IMEI, IMSI, and MEID and account notes.**
- **In-coming and out-going cell tower records with location data (GPS Coordinates)**
- **In-coming and out-going call detail records**
- **In-coming and out-going data usage/sessions to include any IP addresses assigned to the device and/or data sessions or websites visited**
- **Cell tower location information**
- **All stored photographic images or video files**
- **All stored voice mail messages**
- **In-coming and out-going text messages – to include content**

Respectfully Submitted,

Signed