

LETTER OF PRESERVATION TEMPLATE

To: AT&T – National Compliance
Custodian of Records
11760 US Highway One
North Palm Beach, FL 33408

Phone No.: (800) 635-6840 Option 5
Fax: (248) 552-1764 (Subpoenas)
Email: atmobility.ncc@att.com

Cc:

From:

Date:

Re: AT&T Wireless *Phone Number/Account Number* **XXX-XXX-XXX**

Per 18 USC § 2703, I am requesting that AT&T Mobility preserve the records for telephone number XXX-XXX-XXXX.

1. Subscriber billing and account information – to include but not limited to the Subscriber name, subscriber address, and subscriber contact information including email addresses and telephone numbers;
2. Device information including ESN, IMEI, IMSI, and MEID and device make, model and serial numbers;
3. Service information to include but not limited to the purchase and activation date and location, services subscribed to and additional phone numbers associated with the same account;
4. Call Detail Records for in-coming and out-going cellular calls for the time period of _____ to _____, Eastern Time;
5. Call Detail Records for in-coming and out-going Text Message Records for the time period of _____ to _____, Eastern Time;
6. All available detail and data records regarding SMS and MMS usage for the time period of _____ to _____, Eastern Time;
7. All in-coming and out-going data usage/sessions to include any IP addresses assigned to the device and/or data sessions or websites visited for the time period of _____ to _____, Eastern Time;
8. All stored voice mail messages including content for the time period of _____ to _____, Eastern Time;
9. Cell tower location information for the time period of _____ to _____, Eastern Time;
10. All stored photographic images or video files
11. All Network Enhanced Location Data (NELOS) or Mobile Locator Tool data to include reliability factors for the time period of _____ to _____, Eastern Time.

Thank you in advance for your attention to this request. Please feel free to call with any questions.

Respectfully,